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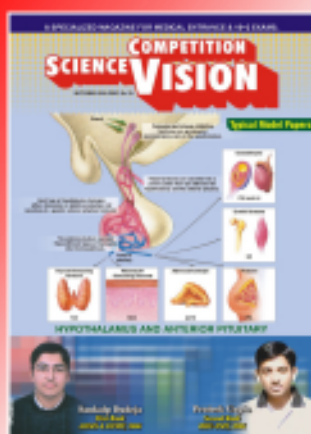
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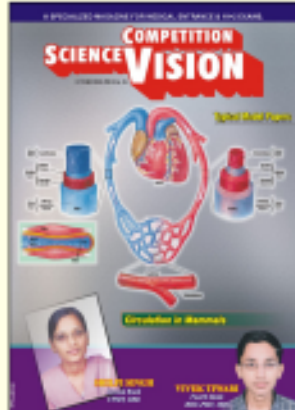


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Realize the Power of Speech Fluency

English, the powerful International language, still rules the major minds of cosmopolitan Indians. Everywhere, whether it's an institution or an industry, people who speak English better are treated above par than those who are not able to speak it fluently. And fluency of speech gives a magnetic character to its speaker and it influences positively the person to whom you speak.

Though you read English better, write English better and even you are able to manage to speak English, yet sometimes, you feel that your English utterance doesn't leave any impression on your counterpart. It means that your vast knowledge of English isn't helping you to get the required results and it lacks something. And your adequate knowledge of reading and writing English is facing the difficulty to move, that can put you in dilemma when you have to see a daemonic dignitary, you have to face an implex interview, and you have to represent a vivid view, then you find that your treasure of English doesn't wish to assist you.

This is the meek point where you are compelled to think why your English speech is so lame. This is high time to realize the power of speech fluency. In absence of speech fluency, English utterance looks like mockery. It is the speech fluency that bestow the gift of successful attempts. It makes you successful in your presentation or discourse. It makes you successful in your interview for an important assignment. And at the helm, it brightens up your career.

Fluency is the soul of any language, so of English. Fluency transforms your personality as a charismatic and magnetic one. Fluency is the great booster of your self-confidence.

It is the speech fluency that places you as an important person in others' views. They judge you by your fluency of speech than by your treasure of qualifications. Even speech fluency is so potent that it can establish you prominently in your society, in your

profession, and in your enterprise. Fluency gives an extra edge to your charming personality.

During an interview session for Maths Teacher, merely a second class PCM graduate was selected, while the first class post-graduate with 92.7% marks was rejected. Do you know the reason behind the successful selection ? It was the Fluency of Speech.

That was the prompt that drove me to inscribe some hints and tips to young fellows striving hard for English speech fluency. And the result is in your hands.

Believe that you are born to achieve high degree of speech fluency. The only requirement is that you go through each page of this book carefully, attentively, religiously and patiently, and follow every command honestly. And you'll find that your ENGLISH SPEECH is getting golden wings of FLUENCY with ease.

With all my best wishes,

—Dr. Mahendra Saraswat

**Speak English
Fluently**

1

Acquire the Power of Pronunciation Skill

Do you know which tongue is mostly understood by the world ? Yes, you are correct. It is English. Though we have fourteen languages officially recognised in the Indian Constitution, English still enjoys the privilege of high goodwill in this continent. It is the only language that is spoken far and wide in India and accepted as a universal ambassador in every nook and corner not only here but throughout the world.

It's a matter of pleasure that English can be found on language menu in every part of the country, and proudly boasts of an important curricular subject. Most of Indians study English since their childhood and are able to read, write and speak. In spite of that there is something wrong that debars so many people to manage properly the spoken part of English. This misdemeanour has a definite reason and the reason is that

We've Learnt English in an Erroneous Way

Every language has two major aspects, i.e., the Spoken part, and the Written part. Now you recall, when you appeared in the world, what did you do first—Speaking or Writing. Yes, it was speech. You had spoken first. You spoke your unknown language, and you kept yourself in speech. It was the writing that came after about 500 days. Certainly, it was the spoken part of language which came first and then the written part.

This is the root cause that creates difficulties to speak English fluently and properly. Because we fail to adopt the natural way of speech. What do we do generally ? We try to speak in written way of English. While the natural way of learning is to speak first, then write. Have you ever thought why you are most competent to speak your mother tongue fluently ? Because you

learnt that to speak first and you also succeeded to manage efficiently the written part of your mother tongue.

What we have done in the case of English ? We have learnt to write English first in our homes, in our schools, and in our tutorials. That's why we always endeavour to speak in the written style. So we fail to succeed in gaining the speech fluency in English. It is the spoken part of language that comes first, and the written part of language comes later on. And this is the only natural way to gain speech fluency.

Speak in Natural Way

Natural way of speech is the prime requirement for development of fluency. What is the natural way of speech ? Just imagine that you are a little kid now. If you need anything from your mummy, what would you say ? You would ask : "giveittome". Would you think to learn these words 'give', 'it', 'to' and 'me' separately and connect them. These separate four words 'give', 'it', 'to' and 'me' would be the same as the single word 'giveittome' for you.

Things to Remember

The characteristics of following consonants :

1. G always remains silent if followed by 'N'. For example, Gnat (nat), Gnaw (no), Gnocchi (noke), Gnosis (nosis) etc.
2. K always remains silent if followed by 'N'. For example, Knack (nak), Knight (nit), Know (no), Knuckle (nukl) etc.
3. P always remains silent if followed by 'S' or 'T'. For example, Psalm (sam), Psycho (siko), Ptomaine (tomain), ptosis (tosis) etc.
4. Q always followed by 'U' (except Q-boat, the war-ship also used as merchantship), and gives the sound of kw. For example, Quality (kwoliti), Quantum (kwontəm), Queen (kwen), Quote (kwot) etc.
5. W followed by 'r' loses its sound. For example, Wrangler (ranglr), Wreath (reth), Wring (ring), write (rit) etc.

And you would speak these four words in a single utterance without any pause in between them. Thus, in a natural speech, the group of words is uttered as a single word-unit. In fact, natural talk comes out from the mouth in a group of words. While we try to speak word by word instead of group of words. Though sometimes our speech may be limited to even a single word too. Then what is the idea behind the natural talk. Natural talk consists of Idea Units. You can define an idea-unit as a 'Group of Words' that has a 'meaningful utterance'.

A natural speaker speaks in idea-units. When a child conceive an idea in its mind it comes out from its mouth naturally and spontaneously. Child doesn't make any conscious effort to edit the words to be uttered.

Speak in Idea Units Only

This is your first instrument to acquire speech fluency. Idea Units are your key to make you fluent. Therefore, always try to speak in idea-units only. Connecting two or more words together and utterance thereof like a single word makes the real sense, and bestow you pleasant fluency. Henceforth, speak in word-groups, not word by word.

Though you are insisted upon here to speak in word-groups, but in exceptional cases, you may convey your message even in a single word, and in that case that single word will form an idea-unit too. For example, take the word 'No'. Does it convey any idea ? No. Suppose your brother spontaneously says 'No'. Is it making any sense to you ? No. So, it cannot be called an idea-unit. But this single word can be converted to an idea-unit if it is said in the right context. If you ask your brother, 'Are you going to see the Taj Mahal ?' and he replies 'No'. In this context 'no' forms an idea-unit. Therefore, 'no' is a contextual idea-unit here. So the utterances may be of two types, i.e., idea-units those do not require any support from context, e.g., descriptive utterances, like 'I shall go (Aishelgo)', 'Give it to me (givitumee)' etc., and idea-units those require a context, e.g., interrogative utterances, i.e., utterances begin with question-words like What, When, Who, Where, Why, How etc.

Therefore, when you say 'no' only, it makes no sense. Definitely, it requires a context otherwise it can't give you any meaning.

Hence, English Language consists of two distinctive aspects :

- (1) Spoken part of English, i.e., Idea Units; and
- (2) Written part of English, i.e., Sentences.

An idea-unit is not like a sentence. It is the idea-unit that matters highly in speech fluency. So you must have clear understanding about an idea-unit that it is not similar to a sentence. The sentences are primarily for written part of English.

For example, look at the following sentence :

'It is the message that was conveyed by your mother to buy some sweets because your papa has asked for.'

Is it an idea-unit ? Definitely not. Because it contains so many ideas like (a) It is the message, (b) that was conveyed by your mother, (c) to buy some sweets, and (d) because your papa has asked for. It is the complex mixture of four different sentences. These sentences are meant for literature or written part of English, not for spoken part, and do not represent the natural talk.

In natural talk, there is no need to mix up so many ideas. Speak in simple idea-units, in simple word-groups, in simple utterances. It is the simple idea-unit that is easy to say, and easy to understand. Thus, you can convert the written part of English in simple idea-units like 'It's the message' ; 'your mummy has asked to buy some sweets'; 'for your papa' in place of 'It is the message that was conveyed by your mother to buy some sweets because your papa has asked for'. Therefore, your speech should be in accordance with contextual idea-units which can be a 'group of words' or merely a 'single word'.

Leave Sentences for Written English

Sentences are not the essential part of natural talk or spoken part of English. Sentences are the part of written English. Practically, we try to speak in sentences, i.e., written part of English, because we have learnt writing first, not to speak. That's why we have acquired the in-feed instinct to speak in the way we write.

Hence, it is your pre-requisite to avoid speaking in sentences of written part of English. And start speaking in idea-units only. It is the Golden Key to gain Speech Fluency.

Now you may ask 'How can I speak in idea-units, because I have the habit of forming sentences ?' Yes, this is the real problem with you. But there is also a foolproof solution to this problem. And the right and ultimate solution of this problem is

Train Your Speech Organs

You are in possession of very unique speech organs gifted by the Omnipotent. These organs have been equipped with extra-ordinary capabilities to provide you wonderful speech fluency, if you give them required training. These speech organs are your tongue, your lips, your throat, and some other parts of your mouth, and need some special treatment and training.

Till now, these organs of speech have learnt certain type of habits and so also have gained fluency in our mother tongue, that is different from English. It is the secret behind its appreciable fluency, and our speech organs are very efficient to produce idea-units in our mother tongue, because we started speaking it first and writing next.

To speak English fluently, the training of speech organs is an indispensable process, that programme your mind to grasp the habits of English speech. It is the training of speech organs that assist you in framing the proper idea-units. And the training programme for your speech organs consists of a very easy single lesson. That is

Read the Practice Material ALOUD

Yes, this is the only and single method that would compel your speech organs to make you fluent in English speech. So ensure reading your practice material ALOUD as well as several time. Remember, it is very necessary to gain fluency. That's why make it a point and etch in your mind to read the practice material ALOUD, ALOUD and ALOUD only.

Understand the English Alphabet Properly

You have studied the English alphabet for the sake of written English. Now you must realise the beauty of the powerful sound of alphabet, and be acquainted to them.

The alphabet have their distinctive sounds and require better understanding in right perspective. So understand the alphabet, recognise their correct pronunciation (sound), read the examples and pronounce them aloud.

Before going through the pronunciation chart, you are required to acquaint with some unique notations. In the pronunciation chart, you will find some strange notations like 'ə' or 'ə:'. 'ə' is a semi-vowel sound frequently used in English. This semi-vowel sounds like a semi-'a' or a semi-'e' or a semi-'o' sound. To know how 'ə' sounds like, clench your teeth, stretch the lips sideways towards the cheek, but don't round your lips. And say 'a'. You have not to say letter 'a', but sound 'a'. This sound comes from your throat. It is the sound of semi-vowel 'ə'. It is a very short sound. 'ə:' is the long form of 'ə', but its length is also very short in comparison to length of other vowels.

Now let's forward towards the pronunciation chart.

PRONUNCIATION CHART

Alphabet	Examples	Pronunciations
Vowels		
a	bat, glad, has, sad	bat, glad, haz, sad
a	air, raid, same, tame	ar, rad, sam, tām
a	glass, heart, mass, psalm	glas, hart, mas, sam
e	den, eld, mend, red	den, eld, mend, red
e	chief, clean, seize, team	chef, klen, sez, tem
i	busy, chin, hymn, tin	bizi, chin, him, tin
i	might, side, shy, write	mit, sid, shi, rit
o	cot, lot, mop, shop	kot, lot, mop, shop
o	dough, low, toe, tone	do, lo, to, ton

Alpha- bet	Examples	Pronunciations
o	brought, caught, fall, lawn	brot, kot, fol, lon
u	cup, flood, love, rub	kup, flud, luv, rub
u	dew, huge, news, view	du, huj, nuz, vu
u	bury, fern, learn, world	buri, furn, lurn, wurld
Diphthongs		
oo	cool, moon, who, zoo	kool, moon, hoo, zoo
oo	could, good, took, wood	kood, good, took, wood
oi	boil, buoy, foil, toy	boil, boi, foil, toi
ow	brown, down, fount, sound	brown, down, fownt, sownd
Consonants		
b	box, bun, rob, tub	boks, bun, rob, tub
c	see box	
ch	Dutch, fetch, match, such	duch, fech, mach, such
d	den, do, duck, lad	den, doo, duk, lad
dh	mother, rather, the, then	mudhə r, r a d hə r, dhə , dhen
f	fair, laugh, roof, tough	far, laf, roof, tuf
g	see box	
gh	Ghana, ghat, ghee, ghost	ghana, ghat, ghe, ghost
gz	exact, exalt, examine, example	igzakt, igzolt, igzamin, igzaml
h	havoc, hill, hymn, oho	havə k, hil, him, oho
(h)w	whale, wheel, wheen, which	whal, whel, when, which

Alpha- bet	Examples	Pronunciations
j	gentle, gym, jump, ledge	jentl, jim, jump, lej
k	calf, cap, king, kiss	kaf, kap, king, kis
ks	fax, ksar, Lux, tax	faks, ksar, luks, taks
kw	quality, queen, quiet, quip	kwaliti, kwen, kwit, kwip
l	lad, luck, milk, tall	lad, luk, milk, tol
m	dome, mill, ram, tame	dom, mil, ram, tam
n	man, nil, note, ten	man, nil, not, ten
ng	long, ring, song, tongue	long, ring, song, tung
p	lips, nip, park, pen	lips, nip, park, pen
r	rib, rice, risk, wrought	rib, ric, risk, rot
s	mass, psalm, scene, sip	mas, sam, sen, sip
sh	rush, ship, shoe, shy	rush, ship, shoo, shi
t	date, fit, task, tips	dat, fit, task, tips
th	hath, path, think, thumb	hath, path, think, thumb
v	scurvy, valet, value, vesta	skurvi, valit, valu, vesta
w	one, swing, watch, were	wun, swing, woch, wur
y	bastion, higher, yak, yatch	basyə n hiyə r, yak, yot
z	lodge, Ozone, was, zone	loz, ozon, woz, zon
zh	azure, lesion, measure, zho	azhur, lezhə n, mezhə r, zho

Be Acquaint to the Power of 'C' & 'G'

Barring exceptions, "C" and "G" have distinctive edge over other Consonants and possess the property of two different sounds.

When "C" and "G" are followed by a, o, u, l or r, these consonants enjoy the sounds of 'K' and 'G' respectively.

For example C→ Cat (kat), Cot (kɒt), Cup (kup), Class (klas) and Crane (kran); and G→ Gas (gas), Goat (got), Gum (gum), Glaze (glaz) and Grass (gras).

On the other hand, if "C" and "G" are followed by e, i or y, these consonants produce the sounds of 'S' and 'J' respectively.

For example C→ Cess (ses), Cigar (sigar) and Cycle (sikl); and G→ Gem (jem), Gin (jin) and Gym (jim).

Manage for the Necessary Tool

When you start any execution or operation, what do you do ? Yes, you make some arrangements for necessary implements or tools. So here is also the need to manage for the required tool to get fluency in English. It will prove a good help to achieve your desired aim. And this tool is a good 'English to English' or 'English to Hindi' or your language Dictionary. You need it at every stage to have a clear idea about any new word, its meaning and its pronunciation. A dictionary is a right source of various kinds of information related to words.

In this book, I have used some notations like a, ă, e, ō, etc. These are the recognised notations of English language as suggested in Chambers 20th Century Dictionary published by Allied Publishers Pvt. Ltd., New Delhi. This is one of the best Dictionaries available. You can make good use of it too.

Chapter in Nutshell

- **Always remember that the practice material should be read ALOUD and that too again and again to train your Tongue, your Lips, your Throat and other organs of speech.**
- **It is the Spoken language that comes first, and Written language only afterwards.**
- **The Spoken part of language is not the same as the Written part. Don't try to speak in written style of language.**
- **Speak in a Natural Way, i.e., to speak in Word-groups. Learning and speaking in words only can't help you to gain speech fluency. UTTER each word-group as a single word-unit or you can say in a single IDEA UNIT. Natural talk comes out in idea-units only, i.e., the group of words.**
- **You are not required to consciously stop to think about how to string the words together. Speak out spontaneously.**

2

Let Yourself Grasp the Pompous Shortened Forms

Have you ever seen the barriers ? The barriers are meant to block the traffic on roads/rails etc. But there is an invisible damn barrier between you and your speech fluency. Can you trace or sort it out ? No. Don't worry. Here is that. And it is the Fear of making Grammatical Mistakes. Yes, it is one of the greatest barriers that hurdle your speech fluency. Resultantly, you feel hesitation to speak English effectively. Your fear of the feeling that what the listener will think of you for your ignorance about English, and its grammatical mistakes.

It poses really a problem before you. But as you know, every dark cloud possesses a silver lining, so every problem brings its solution with it. The right solution of this problem is the use of SHORTENED FORMS of speech starters or initiators. The given list of Shortened Forms of starters is bound to give you an extra confidence. Because the list consists of single word for almost Subject plus Auxiliary Verbs those require single utterance consequently.

In this list, you will find that there are a number of word-groups which have the same utterance for different spellings of word-groups. For example, 'Heez' for two different word-groups, i.e., 'He is' and 'He has'; and 'Aid' for 'I had' and 'I would'. When you utter 'Aid', it expresses both 'I had' and 'I would', and it gives liberty to the listener to derive the idea according to its requirement. Now it rests with the listener to distinguish that what may that word-group be, either 'I had' or 'I would'.

Therefore, enhance your intimacy with these extraordinary idea-units, and trust that they will prove your best friend on the path of gaining speech fluency.

Henceforth, you are required to make good use of Short Forms only of very common words given in the Chart herebelow. Besides it, whenever you wish to give a special impetus, then you are free to use the long forms of the word-groups. Since gaining fluency is our main concern here, so forget about the long forms of word-groups. Use and keep the following Shortened Forms in your memory.

Chart of Shortened Forms

Long Form	Shortened Form	Pronunciation
I am	I'm	a'im
I have	I've	a'iv
I had/I would	I'd	a'id
I shall/I will	I'll	a'il
We are	We're	ve'ea(r)*
We have	We've	ve'ev
We had/We would	We'd	ve'ed
We shall/We will	We'll	ve'el
You are	You're	yooa'(r)*
You have	You've	yoov
You had/You would	You'd	yood
You will	You'll	yool
They are	They're	the'a(r)*
They have	They've	the'iv
They had/ They would	They'd	the'id
They will	They'll	the'il
He is/He has	He's	heez
He had/He would	He'd	heed
He will	He'll	heel
She is/She has	She's	sheez
She had/She would	She'd	sheed

Long Form	Shortened Form	Pronunciation
She will	She'll	sheel
It is/It has	It's	its
It had/It would	It'd	itd
It will	It'll	itl
That is/That has	That's	thats
That are	That're	that a(r)*
That have	That've	thatv
That had/That would	That'd	thatd
That will	That'll	thatl
Here is	Here's	heə z
Here are	Here're	hea(r)*
There is/There has	There's	thə z
There are	There're	thə r a(r)*
There have	There've	thə v
There had / There would	There'd	thə d
There will	There'll	thə l
How is/How has	How's	hauz
How are	How're	haua (r)*
How have	How've	hauə v
How had/How would	How'd	hauə d
How will	How'll	haul
Who is/Who has	Who's	hooz
Who are	Who're	hooa (r)*
Who had/Who would	Who'd	hood
Who have	Who've	hoov
Who will	Who'll	hool

Long Form	Short Form	Pronunciation
What is/What has	What's	vatz
What are	What're	vata(r)*
What have	What've	vatə v
What had/What would	What'd	vatə d
What will	What'll	vatə l
When is/When has	When's	venə z
When are	When're	vena (r)*
When have	When've	venə v
When had / When would	When'd	venə d
When will	When'll	venə l
Where is/Where has	Where's	vheə z
Where are	Where're	vheə ra(r)*
Where have	Where've	vheə v
Where had / Where would	Where'd	vheə d
Where will	Where'll	vheə l
Do you	D'you	ju-u (or d'yu)
Shall have	Shall've	shalə v
Will have	Will've	vilə v
Should have	Should've	shudə v
Would have	Would've	vudə v
Can have	Can've	kanə v
Could have	Could've	kudə v
May have	May've	meiə v
Might have	Might've	mitə v
Ought to have	—	autə v

Must have	Must've	musə v
Long Form	Short Form	Pronunciation
Is not	Isn't	(i)zn(t)*
Are not	Aren't	aun(t)*
Was not	Wasn't	vazn(t)*
Were not	Weren't	wə : n(t)*
Does not	Doesn't	duzn(t)*
Do not	Do'nt	don(t)*
Did not	Did'nt	didn(t)*
Has not	Hasn't	hazn(t)*
Have not	Havn't	havn(t)*
Had not	Hadn't	hadn(t)*
Will not	Won't	won(t)*
Would not	Wouldn't	vudn(t)*
Shall not	Shalln't	shan(t)*
Should not	Shouldn't	shudn(t)*
Can not	Can't	kan(t)*
Could not	Couldn't	kudn(t)*
Must not	Musn't	musn(t)*
Need not	Needn't	needn(t)*
Might not	Mightn't	mitn(t)*
Ought not	Oughtn't	autn(t)*

* The consonants 'r' and 't' closed in parenthesis '(')' represent the letters having very mild or half-sounds thereof. You have the liberty to even drop these letters' sound, while you speak. For example, you can pronounce 'Has

Practice Material

There is no need to learn the practice material by heart, but is meant to read it ALOUD several times. This practice benefits you in many ways, such as

(a) It gives a clear picture of patterns of general frames of words-groups to your mind to generate more idea-units.

(b) It forms the habit of natural speech so that your organs of speech and mind can associate unconsciously.

(c) It helps the Central words to work in various contexts.

The following practice material consists of self-contained idea-units. Read each idea-unit as a single word. For example, utter “I am afraid of cockroaches”, as if the word-group is a single word “Iamafraidofcockroaches”, and not as if there are five different words in it. Let ‘I’ flow into ‘am’, ‘am’ into ‘afraid’, ‘afraid’ into ‘of’, and ‘of’ into ‘cockroaches’, and speak out as a single word. Now let’s proceed for practice.

I’m late. I am not a singer. I’ve a pen. I haven’t a coat. I’d gone there. I hadn’t written a letter. I’ll see the picture. I won’t sing a song. I’d like to go there. I wouldn’t have a piano. I won’t take milk. I wouldn’t like to play. I shan’t come. I can’t say. I may’ve it. I must’ve a piano. I don’t like classical music. I hadn’t been there.

You’re a good boy. You aren’t a player. You’ve a lot of money. You haven’t a single rupee. You’d read the book. You hadn’t played the flute. You’ll come here. You won’t rub the board. You’d come closer to me. You wouldn’t drink it. You shouldn’t shout. You mustn’t open the can. You should’ve read it. You can’ve it.

He’s out of the town. He isn’t in the room. He’s returned to house. He hasn’t gone to the market. He’d written a poem. He hadn’t spoken to them. He’ll write a letter. He won’t learn his lesson. He’d beat the child. He

not’ as ‘Hazn’t’ as well as ‘Hazn’. Similarly, ‘They are’ can be pronounced as ‘Thear’ or ‘Thea’ and so on.

wouldn't tease the kids. He doesn't have any book. He didn't say it. He couldn't appear for test. He will've finished his task. He ought to have a pen. He wasn't there. He didn't play well. He hasn't finished his work.

She's a good girl. She isn't a good player. She's a beautiful woman. She hasn't any good book. She'd sung a sweet song. She hadn't any good dress. She'll dance in a group. She won't sing any song. She'd give thanks to them. She wouldn't receive them. She could've done it. She doesn't like ice-cream. She wasn't in the room. She hasn't broken it.

It's me. It isn't me. It isn't good. It isn't mine. It's a coin. It hasn't any coin. It'd interesting poems. It hadn't good pictures. It'll be better. It won't be nice. It'd be good to listen them. It wouldn't be better to leave it.

We're too tired. We aren't lazy. We've our books with us. We haven't money at all. We'd lost our box. We hadn't run on the grass. We'll drink chilled water. We won't go to the movie. We'd like to swim in the pool. We wouldn't like to see movie. We weren't playing. We don't like it. We haven't gone there. We shall've written the letters. We weren't present there. We haven't received cheques.

They're very crazy. They aren't foolish. They've their note books. They haven't their luggages. They'd a little car. They hadn't match boxes. They'll slip in the mud. They won't climb on the tree. They'd write a letter. They wouldn't read their books. They aren't there. They mightn't to fight. They would've returned till 12. They might've given it. They aren't painter.

That's good. That isn't good. That're beautiful. That aren't interesting. That's sense. That hasn't any meaning. That've nothing to say. That haven't any common sense. That'd some logic. That hadn't any logic. That'll prove a good bet. That won't be a fair deal. That'd do some magic. That wouldn't be useful.

Here's your money bag. Here isn't your book. Here're some good novels. Here aren't good flowers. Here isn't any plant.

There's a nice park. There're so many pots. There aren't many people. There's been a film show. There hasn't been any club. There've been a film show.

There've been many plays. There haven't been a large crowd. There'll be an essay competition. There won't be any puppet show. There'd be my singing. There wouldn't be my play.

How's your mother ? How're your brothers ? How's she slipped on floor ? How've they reached there ? How'd he attend the party ? How'll you send the money ?

What's your name ? What're your qualifications ? What's driven you here ? What've you missed in the park ? What'd she lost ? What'll be there ? What'll happen after it ? What'd be the price of that ? What d'you do ?

Where's my watch ? Where're your books ? Where's she gone ? Where've they played ? Where'll you be ? Where'd be the next show ?

Who's incharge here ? Who're the players ? Who's broken it ? Who've won the match ? Who'll bat first ? Who'd be the captain ?

When's the next train ? When're her sisters coming ? When's the course finished ? When've the ministers visited ? When'll you come ? When'd she appear for the interview ?

Needn't to go.

Chapter in Nutshell

- **To avoid the Fear of Grammatical Mistakes, don't try to use the Long Forms of starters at this stage.**
- **Ensure maximum use of Shortened Forms like 'I ll' (Ail) for both 'I shall' and 'I will'; and 'You'd' (Yood) for both 'You had' and 'You would' and so on.**

3

Bank Upon the Proficient Vocabulary

Poor vocabulary can put obstacles on your path of gaining fluency. Poor vocabulary can also create speech hardship for you, and you can be deprived of your expected results. It is, therefore, very necessary for you to build up a Vocabulary Bank upon that you can bank faithfully.

The base of the vocabulary bank is Central Words or Core Words. So, you are required to make your close relations with these words. Yes, it is an indispensable tool to gain required fluency. Now you can ask what are these Central words or Core words ?

To understand the Core words, pick your dictionary and find out how many pages it contains. For example, Chambers 20th Century Dictionary (1983 Edition) contains 1525 pages of main words-pronunciations-meanings part, and each page contains about 40 words. It means there are more than 61,000 (1525×40) words in English language as per the dictionary. And you can very well apprise that it is very difficult to be acquainted with all these words even for a well educated person. A well educated person too would not be able to recognise more than 20,000 words while he reads. Thus, his reading vocabulary limits at about 20,000 words. Can you tell how many words he would be able to use in writing out of these 20,000 words. Hardly about 5,000 or 6,000 or upto the maximum extent of 10,000 words. Now you just think, out of these 5,000 to 10,000 words, how many words he would be able to use in his speech. Hardly about 2,500 words. Because words other than these 2,500 words are not very familiar to the organs of speech of even well educated person or an Englishman.

Do you know the main reason behind it ? The reason behind it is that he generally encounters with mostly words in writing only. If that person thinks to speak words more than these 2,500 words, the listener can mark down him as crazy. That is why, in the course of conversation, no person tries to speak very technical or archaic words. These words are meant only for reading and writing. Hence, you will rarely listen someone saying 'He is suffering with Icterus' instead of 'He is suffer-ing with Jaundice'.

Thus, you can say that the speech vocabulary of a well educated or an Englishman is about 2,500 words. This vocabulary of frequently used words is called Central Words or Core Words vocabulary. You should not under-mine this vocabulary of about 2,500 words that it is very short and can be easily mastered. You have to do subs-tantial efforts to make with it. And once these Central words are mastered, you can combine the words among themselves in different style and can generate numerous idea-units or word-groups.

Core words are the treasure of great generative skill that can give you gift thereof. You are supposed to grasp these Central words, and you would have a 'Ready to Use Vocabulary' created with some of these Core words.

The Central words or Core words have been segregated in two groups, i.e., (i) Mono-syllabic Words, and (ii) Poly-syllabic Words for better understanding.

(i) MONO-SYLLABIC WORDS

Mono-syllabic words are the words those contain only one syllable. Therefore, in the Mono-syllabic words, there is no need to have stress on them. The syllable that you have to stress is the word itself. Now, let yourself acquaint with the mono-syllabic words.

Frequently Used Mono-syllabic Words

'A'

a, ache, act, add, age, aid, aim, air, all, am, an, and, arch, arm, arms, art, as, ash, ask, at, aunt, awe (ö), axe.

‘B’

back, bad, bag, bake, bald, ball, ban, band, bang, bank, bar, bare, bark, base, bath, bathe, be, beach, beak, beam, bean, bear, beard, beast, beat, bed, bee, beef, beer, beg, bell, belt, bench, bend, best, bet, bid, big, bike, bill, bind, bird, birth, bit, bite, blab, black, blade, blame, blank, blaze, bleed, blend, bless, blind, blink, block, blood, blot, blow, blue, blunt, blush, board, boast, boat, boil, bold, bomb, bone, book, boot, bore, born, boss, both, bound, bow, bowl, box, boy, brain, branch, brand, brass, brave, breach, bread, breadth, break, breast, breath, breathe, breed, breeze, bribe, brick, bride, bridge, brief, bright, bring, broad, brook, broom, brow, brown, bruise, brush, bud, bug, build, bulb, bull, bump, bunch, burn, burst, bus, bush, but, buy, by.

‘C’

cage, cake, calf, call, calm, camp, can, cane, cant, cap, car, card, care, cart, carve, case, cash, cast, caste, cat, catch, cause, cave, cease, cell, chain, chair, chalk, chance, change, chap, charge, charm, chart, chase, chat, cheap, cheat, check, cheek, cheer, cheese, cheque, chess, chest, chew, chief, child, chill, chime, chin, chip, choice, choke, choose, chop, chum, ccite, claim, clap, clash, clasp, claw, clay, clean, clear, cleave, clench, clerk, click, climb, cling, clip, clock, close, cloud, clown, club, clue, clutch, coach, coal, coarse, coast, code, coil, coin, cold, comb, come, cone, cook, cool, cope, cord, cork, corn, corpse, cost, conch, cough, could, count, course, court, crack, craft, cramp, crash, crawl, craze, cream, creep, crew, crime, crisp, crop, cross, crow, crowd, crown, crush, crust, cry, cub, cuff, cup, cure, curl, curse, curve, cut.

‘D’

dam, damn, damp, dance, dare, dark, dash, date, dawn, day, days, dead, deaf, deal, dear, death, debt, deck, deed, deep, deer, den, dense, depth, desk, dew, die, dig, dim, dine, dip, dirt, dish, ditch, dive, do, dock, dodge, dog, doll, door, dose, dot, doubt, down, drag, drain, draw, dream, dress, drill, drink, drip, drive, drop,

drown, drug, drum, drunk, dry, dub, duck, due, duet,
dull, dump, dusk, dust, dwarf, dwell.

‘E’

each, ear, earn, earth, ease, east, eat, edge, egg,
eight, else, end, err, eye.

‘F’

face, fact, fade, fail, faint, fair, faith, fake, fall, false,
fame, far, fare, farm, fast, fault, fear, feast, fee, feed,
feel, fence, fetch, few, field, fierce, fifth, fight, file, fill,
film, filth, find, fine, fire, firm, first, fish, fist, fit, fire,
fix, flag, flame, flap, flash, flask, flat, flea, flee, fleet,
flesh, flight, float, flock, flood, floor, flour, flow, flue,
fluid, flush, fly, foam, fog, fold, folk, fond, food, fool, for,
force, forge, fork, form, fort, foul, found, four, fourth,
fox, frail, frame, frank, free, freeze, freight, fresh, fridge,
friend, fright, frog, from, front, frost, frown, fruit, fry,
fuel, full, fun, funds, fur, fuse.

‘G’

gab, gain, game, gang, gap, gape, gas, gasp, gate, gay,
gaze, gear, get, ghost, giant, gift, girl, give, glad, glance,
glare, glass, gleam, glide, glimpse, globe, glove, glow,
glue, gnaw (no), go, goal, God, gold, good, goods, grab,
grace, grade, grain, grand, grant, grape, graph, grasp,
grass, grave, graze, grease, great, greed, green, greet,
grey, grief, grill, grim, grind, grip, groan, grope, ground,
group, grow, growl, growth, grudge, grunt, guard,
guess, guest, guide, guilt, gulf, gum, gust, guy (gi).

‘H’

hail, hair, half, hall, halt, halve, hand, hang, hard,
hare, harm, harsh, haste, hate, hatred, haul, haunt,
have, hay, haze, he, head, heal, health, heap, hear,
heart, heat, hedge, heed, heel, height, heir, hell, helm,
help, hen, her, herd, here, hers, hide, high, hill, him,
hint, hip, hire, his, hit, hive, hoarse, hoax, hoist, hold,
hole, home, hook, hoot, hop, hope, horn, horse, hose,
host, hour, house, how, howl, huge, hunt, hurt, hut.

‘I’

ice, if, ill, in, inch, ink, inn, is, it, its, itch.

‘J’

jack, jail, jam, jar, jaw, jazz, jet, job, jog, join, joint, joke, joy, judge, jug, juice, jump, just.

‘K’

keen, keep, key, kick, kid, kill, kin, kind, king, kiss, kit, kite, kith, knee, kneed, kneel, knife, knit, knock, knot, know.

‘L’

lace, lack, lad, lag, lake, lamb, lame, lamp, lance, land, lane, lap, large, last, late, laugh, launch, law, lawn, lay, lead, leaf, leak, lean, learn, least, leave, left, leg, lend, length, lense, lent, less, lest, let, liar, lick, lid, lie, life, lift, light, like, limb, lime, limp, line, link, lion, lip, lisp, list, live, load, loaf, loan, lock, lodge, log, long, look, loose, lord, lose (looz), loss, lot, loud, lounge, love, low, luck, lump, lunch, lung, lux.

‘M’

mab, mad, maid, mail, main, maize, make, male, man, map, march, mark, marsh, mask, mass, mat, match, mate, may, me, meal, mean, means, meat, meet, melt, men, mend, mere, mesh, mess, midst, might, mild, mile, milk, mill, mince, mind, mine, miss, mist, mix, moan, mob, mock, mode, moist, mole, monk, month, mood, moon, more, mosque, most, moth, mount, mourn, mouse, mouth, move, mow, much, mud, mug, mule, mum, muse, must, mute, myth.

‘N’

nab, nail, name, naught, near, neat, neck, need, neigh (na), nerve, nest, net, new, news, next, nice, nick, niece, night, nil, nine, ninth, no, nod, noise, none, noon, nor, norm, north, nose, not, note, noun, now, nun, nurse, nut, nymph.

‘O’

oak, oar, oath, odd, of, off, oil, old, on, once, one, or, ore, ought, our, ours, out, owe (ō), owl, own, ox.

‘P’

pace, pack, pad, page, pain, paint, pair, pale, palm, pan, pane, pang, pant, par, park, part, pass, past, paste, pastry, pat, patch, path, pause, pave, paw (po), pawn, pay, pea, peace, peach, peak, pear, pearl, peek, peel, peep, peer, pen, per, pet, phase, phone, phrase, pick, piece, pierce, pig, pile, pill, pin, pinch, pink, pint, pious, pipe, pit, place, plain, plan, plane, plank, plant, plate, play, plead, please, plot, plough (plow), pluck, plug, plum, plump, plus, point, pole, pond, pool, poor, pop, pork, port, post, pot, pound, pour, praise, pray, preach, press, prey, price, prick, pride, priest, prime, prince, print, prize, proof, proud, prose, prove, pub, pull, pulse, pump, punch, pure, purse, push, put.

‘Q’

quack, quail, quaint, queen, queer, quench (kwensh), quest, queue, quick, quiet, quit, quite, quote.

‘R’

race, rack, raft, rag, rage, raid, rail, rain, raise, rake, range, rank, rare, rash, rate, raw, ray, reach, read, real, reap, rear, reef, rent, rest, rhyme, rib, rice, rich, rid, ride, ridge, right, rind, ring, riot, ripe, rise, risk, road, roam, roar, roast, rob, robe, rock, rod, role, roll, roof, room, root, rope, rose, rot, rouge, rough, round, rouse, route, row, rub, rude, rug, ruin, rule, run, rush, rust.

‘S’

sac, sack, safe, sail, saint, sake, same, sand, sane, sauce, save, saw, scale, scar, scarce, scare, scarf, scene, scent, scheme, scoff, scold, score, scorn, scout, scrape, scratch, scream, screen, screw, script, sea, seal, search, seat, seed, seek, seem, seize, self, sell, send, sense, serve, set, sew, sex, shade, shake, shall, shame, shape, share, sharp, shave, she, shed, sheep, sheer, sheet, shelf, shell, shield, shift, shine, ship, shirt, shock, shoot, shore, short, shot, shrug, should, shout, show, shrewd, shriek, shrink, shrug, shut, shy, sick, side, siege, sigh, sight, sign, silk, sin, since, sing, sip, sir, sit, site, six, size, sketch, skill, skin, skirt,

skull, sky, slack, slap, slave, sleep, sleeve, slice, slide, slight, slim, slip, slit, slope, slot, slow, smack, small, smart, smash, smell, smile, smoke, smooth, snack, snail, snake, snap, snatch, sneer, sneeze, sniff, snow, soak, soap, soar, sob, sober, sock, soft, soil, sole, solve, some, son, song, soon, sore, sort, soul, sound, soup, sour, source, south, sow, space, spade, spare, spark, speak, speech, speed, spell, spend, spill, spin, spit, spite, splash, split, spoil, sponge, spoon, sport, spot, spread, spring, square, squat, squeeze, stab, staff, stage, stain, stair, stairs, stale, stall, stamp, stand, star, stare, start, starve, state, stay, steal, steam, steel, steep, steer, stem, step, stern, stick, stiff, still, sting, stir, stitch, stock, stone, stool, stoop, stop, store, storm, stout, stove, straight, strain, strange, strap, straw, streak, stream, street, strength, stress, stretch, strict, stride, strife, strike, string, strip, stripe, strive, stroke, strong, stuff, stunt, style, such, suck, suit, sum, sun, sure, swamp, sway, swear, sweat, swell, swift, swim, swing, switch, sword.

‘T’

tab, tack, tail, take, tale, talk, tall, tame, tan, tank, tap, tape, tar, task, taste, tax, tea, team, teach, tear, tell, tempt, ten, tend, tense, tent, tenth, term, test, text, than, thank, that, their, them, theme, then, there, these, they, thick, thief, thin, thing, think, third, thirst, this, thorn, those, though, thought, thread, threat, three, thrill, thrive, throat, throne, throng, through, throw, thumb, thus, tide, tie, tight, tile, till, time, tin, tip, tire, toast, toe, toil, ton, tone, tongs, tongue, too, tool, tooth, top, torch, toss, touch, tough, tour, town, toy, trace, track, trade, trail, train, tram, tramp, trap, tray, tread, treat, tree, trench, trend, trial, tribe, trick, trim, trip, troop, truck, true, trunk, trust, truth, try, tub, tube, tug, tune, turn, twelve, twice, twin, twist, two, type, tyre.

‘U’

up, urge, urn, us, use, used.

‘V’

vade, vague, vain, valve, van, vase, vast, vault, veil, verse, very, vest, vice, view, voice, vogue, vote, vow.

‘W’

wag, wage, waist, wait, wake, walk, wall, want, ward, warm, warn, wash, wasp, waste, watch, wave, wax, way, we, weak, wealth, wear, weave, web, wed, weed, week, weep, weigh (wa), weight, well, west, wet, what, wheat, wheel, when, where, which, while, whim, whine, whip, whirls, white, who, whole, whom, whose, why, wide, width, wife, wild, will, win, wind, wine, wing, wink, wipe, wire, wise, wish, wit, witch, with, woe, wool, word, work, world, worm, worse, worst, worth, would, wound (woond), wrap, wreck, wretch, wring, wrist, writ, write, wrong.

‘Y’

yacht, yard, yawn, year, yeast, yes, yet, yield, yolk, you, young, your, yours, youth.

‘Z’

zeal, zest, zip, zone, zoo.

(ii) POLY-SYLLABIC WORDS

Words having more than one syllable are called Poly-syllabic words. In the given list of poly-syllabic words, you will notice that a portion of words is marked with a Dash (—) on their top. This, dash-mark represents that portion of word that requires stress thereon. While the remaining part of word needs no stress or you can say that part of word represents the unstressed portion thereof or stress falls thereon. For example, take the word ‘accommodation’. It contains a dash on letters ‘da’. It means that this part of word ‘accommodation’ requires stress, i.e., some pressure or force on it, and it should be heard a little bit loudly than remaining part of the word ‘accommodation’. The remaining parts ‘accommo’ and ‘tion’ have unstressed syllables and require no any pressure or force or extra effort to say it; and it should be said rapidly and softly. Thus remember to pronounce the poly-syllabic words with a special effect.*

Since poly-syllabic words contain both stressed and unstressed syllable, hence note down the following points while say these syllables :

* About the pronunciation with a special effect, please refer to chapter 9.

(i) The stressed syllable needs extra effort or force to say it in comparison to unstressed syllable.

(ii) The stressed syllable should be said more loudly than unstressed syllable.

(iii) The stressed syllable should be pronounced more clearly than the unstressed syllable.

(iv) The stressed syllable should be said more slowly while the unstressed syllable should be spoken fastly.

The given list of poly-syllabic words contains almost words those are required for effective day-to-day conversation and general use. Proper acquaintance with these words is definitely capable to give you your desired fluency of speech. Now, go to the list very attentively and say each and every word with stress where-ever it is needed.

Frequently Used Poly-syllabic Words

‘A’

aback, ability, able, about, above, abroad, absence, absent, absolute, absorb, abuse, accelerate, accent, accept, accident, accommodation, accommodate, accompany, accomplish, according, account, accountant, accurate, accuse, accustom, achieve, achievement, acknowledge, acquaint, acquaintance, acquire, across, action, active, activity, actual, addition, adequate, adjust, administration, admiration, admire, admit, adopt, adult, advance, advantage, adventure, advertise, advice, advise, affair, affect, affection, afford, afraid, after, afterwards, again, against, agency, ago, agree, agreement, ahead, aimless, alarm, alcohol, alike, alive, allow, almost, alone, along, already, alter, although, altogether, always, amaze, ambition, among, amuse, analyse, analysis, anchor, ancient, angle, ankle, anniversary, announce, annoy, annual, another, anxiety, anxious, any, anybody, anyhow, anyone, anything, anyway, anywhere, apart, apologize, apology, apparently, appeal, appear, appetite, applause, applicant, apply, appoint, appreciate, approach, approve, approximate, argue, argument, arise, around, arrange, arrest, arrive,

arrow, article, artificial, ashamed, ashore, aside, asleep, assemble, assist, association, assume, assure, astonish, atmosphere, atrocious, attach, attack, attain, attempt, attend, attitude, attract, attraction, audible, audience, author, authority, automatic, autumn, available, average, avoid, awake, award, aware, away, awful, awkward, axis.

‘B’

backbone, background, backward, badly, baggage, balance, balcony, balloon, bandage, barber, bargain, barrel, basement, basic, basin, basis, basket, battle, beautiful, beckon, become, bedclothes, bedroom, bedside, before, beggar, begin, behaviour, behind, being, belief, believe, belly, belong, beloved, below, benefit, beside, better, between, beyond, bitter, blackmail, blacksmith, bladder, blanket, blessing, bloody, blossom, blunder, boldness, bombing, bony, border, boring, borrow, bother, bottom, boundary, bravery, breakdown, bridegroom, briefcase, brighten, broadcast, broaden, bubble, bucket, bulky, bullet, bully, bumper, bundle, burden, burglar, burial, bury, busy, butcher, buttonhole, bygone, bypass, bystander, byte.

‘C’

cabinet, cable, cafe, calculate, calender, campaign, canal, cancel, cannon, canvas, capable, capacity, capture, carbon, career, careful, careless, carpenter, carpet, carriage, carry, carton, cartoon, castle, casual, catalogue, cattle, cautious, ceiling, celebrate, celler, cemetery, central, centre, century, ceremony, certainly, certify, challenge, champion, channel, character, chatter, chauffeur, (shofør), cheerful, cherish, chicken, childhood, childish, chimney, chubby, cigar, circle, circulate, circuit, circumstance, civilize, clarify, classi-fication, classify, clearing, clever, climate, climax, clockwork, clothing, cloudy, clumsy, cluster, collect, colleague, column, combination, combine, comedy, comely, comfort, command, comment, commentary, commercial, commit, common, commonplace, commonsense, commotion, communicate, community, companion, company, comparative, compare,

compel, compete, competition, complaint, complete, complex, complexion, complicate, comply, compose, compound, comprehend, comprehension, comprise, compulsory, comrade, conceal, concede, concession, conceit, conceive, concentrate, concept, concern, concise, conclude, conclusion, concrete, condemn, condition, condole, conduct (n), conduct (v), confer, conference, confess, confide, confidence, confidential, confine, confirm, conflict (n), conflict (v), confuse, congested, congratulate, conjure, connect, conquer, conscience, conscious, consent, consequence, consequently, conservative, consider, considerable, considerate, consideration, consist, conspire, conspiracy, constant, construct, consult, consume, consumer, contact, contain, contemplate, contempt, content (n), content (v), contest (n), contest (v), context, continue, contract (n), contract (v), contradict, contrary, contrast (n), contrast (v), contribute, control, convenience, convenient, convention, conversation, convey, conveyance, convict (n), convict (v), convince, conviction, cooperate, cordial, corner, correspondence, corridor, corrupt, costly, cottage, counter, couple, courage, courageous, courtesy, cousin, coward, cracker, cradle, crafty, crazy, create, creatures, credit, criminal, cripple, crisis, critical, crockery, crossroads, cruel, cruelty, cultivate, cultural, culture, cumbersome, cunning, cupboard, curious, curiosity, current, curtain, cushion, custom, cutlery.

‘D’

dacoit, dairy, damage, dancer, danger, dangerous, darken, darkness, darling, daughter, daytime, dazzle, deafen, debate, decay, deceive, decent, decide, decision, declaration, declare, decline, decorate, decrease, dedicate, deeper, deeply, defeat, defence, defend, define, definite, definition, defy, degree, delay, deliberate, delicate, delicious, delight, delighted, deliver, delivery, demand, democratic, demolish, demonstrate, dentist, deny, depart, departure, depend, dependence, deplore, depress, deputy, derive, descend, descent,

describe, description, desert (n), desert (v), deserve, design, desire, despair, desperate, despise, despite, destination, destiny, destroy, destruction, detail, detect, detective, determine, detest, develop, device, devil, devote, dial, dialogue, diamond, diary, dictate, differ, difference, difficult, digest, dignity, direct, disadvantage, disagree, disappear, disappoint, disapprove, disaster, discharge, discipline, disclose, discomfort, discontented, discount (n), discount (v), discourage, discover, discreet, discriminate, discuss, disease, disgrace, disguise, disgust, dishonest, dislike, dismiss, disobey, disorder, display, displease, dispose, dispute, dissatisfy, dissolve, distance, distinct, distinguish, distort, distress, distribute, disturb, divide, division, divorce, document, domestic, dominate, door-step, doorway, double, doubtful, doubtless, downstairs, downward, dozen, dragon, dreadful, dressing, driver, drunkard, dryness, dullness, dungeon, during, dusty, duty, dutiful, dynamic.

‘E’

eager, eagle, early, earnest, earnings, earthquake, easily, eastern, eastward, echo, economy, economic, edit, effect, efficient, effort, either, elastic, elbow, elder, eldest, elect, element, elsewhere, embarrass, embody, embrace, emerge, emergency, emotion, emphasis, empire, employ, empty, enable, enclose, encounter, encourage, ending, endless, endure, endurance, enemy, energetic, energy, engage, enjoy, enlarge, enormous, enough, ensure, enter, enterprise, entertain, enthusiasm, entire, entitle, entrance, entreat, entry, environment, envy, equal, equip, erect, error, escape, especially, essence, essential, establish, estate, estimate, eternal, evaluate, even, event, eventually, ever, everlasting, every, evidence, evil, exact (igzact), exaggerate (igzajə rat), examine (igzamin), example (igzaml), excellent, except (iksept), exception (iksepshun), excess (ikses), exchange, excite (iksit), excitement (iksitment), exciting (iksiting), exclaim (iksklam), exclude (iksklood), exclusive (ikskloosiv),

excursion (ikskurshon), excuse (ikskuz), execute, exercise, exhaust (igzost), exhaustive (igzostiv), exhibit (igzibit), exist (igzist), existence (igzistans), expand (ikspand), expansion (ikspanshə n), expect (ikspekt), expense (ikspens), expenditure (ikspendichur), expensive (ikspensiv), experience (iksperiens), experiment (iksperiment), expert, explain (iksplan), explode (iksplod), exploite (iksploit), exploration, explore (iksplor), explosion (iksplozhə n), explosive (iksplosiv), export (iksport) (n), export (v), express (ikspres), expression (ikspreshə n), exquisite, extend (ikstend), extension (ikstenshə n), extent (ikstent), external (iksternal), extinguish (ikstinguish), extra, extract (ikstrakt), extraordinary (ikstordinari), extreme (ikstrem), extremely (ikstremlī), eyebrow, eyelid, eyesight, eyewitness.

‘F’

fable, failure, fairly, faithful, familiar, famous, fancy, fantastic, farmer, farther, fascinate, fashion, fasten, fatal, faultless, faulty, favour, fearful, fearless, feather, feature, feeble, fellow, female, ferocious, ferry, fertile, festival, fiction, fighter, figure, filling, filter, filthy, final, financial, finely, finish, firmness, fitness, flatten, flatter, flavour, flexible, flicker, flourish, fluent, flutter, foggy, follow, follower, folly, fondly, foolish, footstep, forbid, forecast, forefinger, forehead, foreign, foresee, forest, forget, forgive, formal, former, formula, fortnight, fortunate, fortune, forward, founder, fountain, fraction, fracture, framework, freely, freedom, frenetic, frenzy, frequent, freshen, friction, friendship, frighten, frightful, frontier, fruitful, fugitive, fully, function, funeral, funny, furious, furnish, further, fury, futile.

‘G’

gabble, gaiety, gaily, gain, galaxy, gallant, gallery, gamble, garage, garbage, garden, garment, gateway, gather, general, generate, generous, genius, gentle, gently, genuine, gesture (jeschə r), ghastly, gigantic, giggle, glasses, glimmer, glory, goddess, golden, gospel, gossip, govern, graceful, gracious, gradual, graduate,

grammar, grandchild, grateful, gratitude, greatly, greatness, greedy, greetings, grievous, grocer, gruesome, grumble, guarantee, guilty, gunny, gunpowder, gutter, gymnasium (jinnaziə m).

‘H’

habitat, habitual, haircut, hammer, handful, handkerchief, handsome, handy, happen, harbour, harden, hardly, harmony, harshly, harvest, hasten, hateful, hatred, haughty, hazard, headache, healthy, hearty, heaven, heavy, heighten, hereditary, heritage, hero, heroic, herself, hesitate, highway, hillside, hilly, himself, hinder, history, hobby, holder, holiday, hollow, holy, honest, honestly, honey, honeymoon, honour, horizon, horrible, horror, hospitable, hostage, hostess, hostel, hostile, hotel, however, huddle, human, humanity, humble, humour, hunger, hunter, hurrah, hurricane, hustle, hybrid.

‘I’

ideal, identity, idle, ignorant, ignore, illegal, illtreat, illiterate, illustrate, image, imagination, imagine, imitate, immediate, immense, immoral, immortal, impact, impart, impartial, impatience, impatient, imperfect, impersonal, implore, imply, impolite, import (n), import (v), importance, impossible, impress, impression, imprison, improbable, improper, improve, inborn, incapable, incident, inclination, incline, include, incomparable, incompetent, incomplete, incomprehensive, inconceivable, incorrect, increase (n), incredible, indecent, indeed, independence, index, indicate, indication, indifferent, indirect, indispensable, individual, indoor, induce, industrious, industry, ineffective, inefficient, inevitable, infect, infections, inferior, inflame, inflict, influence, inform, ingenious, ingenuity, inhabit, inhabitant, inherit, initial, inject, injurious, injury, injustice, innate, inner, innocent, innumerable, inquire, inquiry, insect, insert, inside, insight, insignificant, insincere, insist, insolvent, inspection, inspiration, inspire, install, instance, instant, instead, institute, instruct, insult, insurance, insure, intake, intellect, intelligence, intend, intense, intention, interest, interfere, interior, intermediate, internal,

interpret, interrupt, interval, intervene, interview, intimate, intimidate, into, intolerant, introduce, intrude, invade, invalid, invasion, invent, invert, investigate, investment, invisible, invitation, invite, invoke, involve, inwardly, iron, island, isolate, issue, item, itself, ivory.

‘J’

jacket, jealous, jealousy, jeopardize, jeopardy, jetty, jewel, jewellery, jolly, journal, journalist, journey, joyful, judgement, judicial, junction, jungle, justice, justify.

‘K’

kennel, kerosine, kettle, kidnap, kilo, kilogram, kilometre, kindhearted, kindly, kindness, kitchen, knowledge, knuckle, kudo.

‘L’

label, labour, ladder, lament, landscape, language, lately, later, latest, laughter, laundry, lavatory, lawyer, layer, lazy, leader, learned, learning, leather, lecture, legacy, legal, legend, legendary, leisure, lengthen, lessen, lesson, level, lever, liable, liar, liberal, liberate, liberty, library, licence, lighten, lightening, likely, limit, linger, liquid, liquor, listen, literary, literature, livelihood, lively, living, lobby, locate, logic, loneliness, lonely, longing, loosen, lorry, loudly, lovely, lower, loyal, lucky, luggage, lukewarm, lumber, lunatic, luxury (lukshə ri or lugzhə ri).

‘M’

maestro, magistrate, magnet, magnificent, mainland, mainly, maintain, maintenance, majesty, malice, manage, mankind, manly, manner, mansion, manual, manufacture, manuscript, marble, margin, marriage, marvel, marvellous, masculine, mason, masses, matter, mattress, mature, maximum, meagre, meanwhile, measure, mechanic, meddle, media, mediate, medicine, meditate, medium, meeting, mellow, memorial, memory, menace, mental, mention, menu, mercy, merely, merit, merry, message, method, middle, midnight, mighty,

mileage, militant, mingle, minimum, minor, miracle, misbehave, mischief, miserable, misery, misfortunate, mislead, missing, mission, misunderstand, mixture, model, moderate, modern, modest, modify, molest, moment, monotonous, monster, monument, moody, moral, mortally, mortgage, mostly, motion, motto, moustache, movement, movie, muddle, muddy, multitude, mumble, murder, murmur, muscle, museum, mutter, mutual, mystery, mysterious.

‘N’

naked, narrate, narrow, nasty, nation, native, natural, nature, naughty, navy, nearby, nearly, necessary, needle, needless, negative, neglect, negligent, negotiate, neighbour, neither, nephew, nervous, network, never, nickname, nightmare, nobility, noble, nobody, noisy, nominate, nonsense, normal, northern, nostril, noteworthy, nothing, notice, notify, notion, nourish, novel, nowadays, nowhere, nucleus, nuisance, number, numerous, nutrient.

‘O’

oasis, obedience, obey, object (n), object (v), obligation, oblige, obscure, observe, obsolete, obstacle, obstruct, obtain, obvious, occasion, occupation, occupy, occur, ocean, o'clock, odour, offence, offend, offer, offensive, often, okay, omelette, omit, oneself, only, onto, open, operate, opinion, opponent, opportunity, oppose, opposite, oppress, oral, orator, order, ordinary, organ, origin, ornament, orphan, other, otherwise, ourselves, outbreath, outburst, outcast, outcome, outcry, outdated, outdoor, outfit, outlaw, outlet, outline, outlive, outlook, outnumber, output, outrage, outside, outskirts, outspoken, outstanding, outward, oven, over, overall, overboard, overcoat, overcome, overflow, overhang, overhaul, overhear, overlook, overnight, overrun, overtake, overtime, overthrow, overturn, overwhelm, owner, oxygen, ozone.

‘P’

pacify, package, painful, palace, paleness, panel, panic, parachute, parallel, pardon, parent, parlour, partial, participate, particle, particular, partner, passage, passerby, passion, passport, pastime, patience, patient, patron, pattern, pavement, payment, peaceful, peasant, pebble, peculiar, pedestrian, penalty, penetrate, penny, pension, people, pepper, perceive, perfect, perfection, perform, perfume, perhaps, period, permanent, permission, permit, perpetual, persist, personality, persuade, persuasion, petition, petty, philosophy, physical, physician, pickle, pickpocket, picture, picturesque, pillar, pillow, pilot, piracy, pity, pleasant, pleasure, plenty, plucky, plumber, plunder, pocket, poem, poet, poison, police, policy, polish, polite, politeness, political, pollution, popular, population, porter, portion, portray, portrait, position, positive, possess, possible, postpone, pottery, poverty, powder, power, practical, practice (n), practise (v), prayer, precede, precious, precise, predecessor, preface, prefer, pregnant, prejudice, prepare, prescribe, prescription, presence, present (n), present (v), preserve, preside, president, pressure, prestige, presume, pretend, pretext, pretty, prevail, prevalent, prevent, previous, prickles, prickly, primary, principal, principle, printer, prison, private, privilege, probable, problem, procedure, proceed, process, proclaim, produce (n), produce (v), profess, proficiency, profile, profit, programme, progress (n), progress (v), project (n), project (v), promise, promote, pronounce, pronunciation, proper, property, proposal, proportion, proprietor, propose, prospect, prosper, protect, protest (n), protest (v), proudly, proverb, provide, province, provision, provocation, provoke, proxy, prudent, psychological, public, publish, puddle, pulley, punctual, punish, punishment, pupil, purchase, purity, purpose, pursue, pursuit, puzzle.

‘Q’

qualification, qualified, qualify, quantity, quarrel, quarter, quarterly, quaver, question, quickly, quietly, quietness, quintal, quiver, quota, quotation.

‘R’

racial, racket, radius, railing, rainbow, rally, rapid, rather, rattle, react, ready, reality, realize, really, reason, rebel (n), rebel (v), rebellion, recall, receipt, receive, recent, reception, recess, recipe, reckless, recognition, recognize, recoil, recollect, recommend, reconcile, reconstruct, record (n), record (v), recover, recovery, recreation, recruit, rectangle, reddish, reduce, reduction, refer, refine, reflect, reform, refrain, refresh, refuge, refuse, regard, region, regret, regular, rehearsal, reinforce, reject, rejoice, relate, relation, relative, relax, release, reliable, relief, relieve, religion, religious, relinquish, relish, reluctance, rely, remain, remark, remedy, remember, remind, remote, removal, remove, render, renew, renovate, renown, repair, repeat, repent, repetition, replace, reply, report, represent, reproach, reproduce, republic, reputation, request, require, rescue, research, resemblance, resent, reservation, reserve, reside, resign, resignation, resist, resistance, resolution, resolve, resort, resource, respect, respond, response, restore, restrain, restrict, result, resume, retain, retire, retreat, return, reveal, revenge, reverse, revert, review, revise, revive, revoke, revolt, revolution, revolve, reward, rhythm, riddle, rider, ridiculous, rigid, riot, ripen, risky, rival, robber, rocky, rotten, roughly, routine, royal, rubbish, rudely, rugged, ruler, rumour, rural, rusty, rustle, ruthless.

‘S’

sachet (sasha), sacred, sacrifice, saddle, sadly, safely, safety, sailor, salty, salute, sandy, satire, satisfaction, saucer, sausage, savage, scarcely, scarcity, scatter, scenery, schedule, scholarship, scientific, scissors, scornful, scribble, sculpture, seaside, season, secret, section, secure, seduce, seldom, select, self-confident, self-conscious, self-control, self-interest,

self-made, self-respect, self-service, selfish, seller, sender, sensation, senseless, sensible, sentiment, separate, serial, series, serious, sermon, serpent, servant, service, session, setting, settle, several, severe, sexual, sexy, shabby, shadow, shadowy, shady, shallow, shameful, shameless, shapeless, share, sharpen, shatter, shelter, shimmer, shiny, shiver, shortage, shorter, shortcoming, shoulder, shower, shudder, sickness, sidework, sideways, sightseeing, signal, signature, signify, significant, silence, silent, silly, silver, similarly, simple, simultaneous, sincere, singer, single, situated, situation, skeleton, skilful, slacken, slaughter, slavery, sleepy, slender, slightly, slipper, slipshod, slowly, snapshot, sober, so-called, social, society, soften, solemn, solid, solitary, solitude, solution, somebody, somehow, someone, something, sometime, somewhere, sorrow, sorry, southern, souvenir, sovereign, spacious, sparkle, spectacles, spectator, speculate, speedy, spirit, splendid, sportsman, sprinkle, stable, stagger, staircase, stammer, startle, starvation, stateman, statement, statue, steadfast, steady, sticky, stiffen, stillness, stingy, stocking, stony, storage, storey, stormy, straighten, strangely, stranger, strengthen, stretcher, strictly, striking, strongly, structure, struggle, stubborn, student, study, stuffy, stupid, sturdy, subdue, submit, substance, substitute, subtle, subtract, suburb, succeed, (sæksed), success (sækses), sudden, suffer, sufficient, suggest, suicide, suitable, summary, summon, sunrise, sunset, sunshine, sunny, super, superior, superstition, supper, supply, support, suppose, suppress, supreme, surely, surface, surgeon, surgery, surprise, surrender, surround, survey, survive, suspect, suspicion, sustain, swallow, swampy, sweater, sweeten, swollen, swelling, swiftly, symbol, sympathy, syrup, system.

‘T’

tablet, tackle, talent, target, tariff, tarnish, teenager, telegram, temper, temperate, temple, temporarily, temporary, tenant, tendency, tender, tension, terminal, terrible, terrific, territory, terror, theatre, theory, thicken, thickness, thinker, thirsty, thorough, thoughtful,

thoughtless, threaten, thriller, throughout, thunder, thunderstorm, tidy, tighten, timber, timely, tiny, tiptop, title, together, token, tolerable, tolerate, topic, torture, tourist, toward, tower, toxic, trader, tradition, traffic, tragedy (trajidi), trailer, trainer, traitor, trample, transfer (n), transfer (v), transform, translate, transmit, transparent, travel, treasure, treatment, tremble, tremendous, trespass, triangle, trickle, trifle, trigger, triumph, trouble, trousers, trumpet, tumble, tunnel, turbulent, turning, tyrant.

‘U’

ugly, ultimate, umpire, unable, unarmed, unbutton, uncertain, uncomfortable, uncommon, unconscious, underground, undergrowth, underline, understand, understatement, undertake, undo, undress, uneasy, unemployment, unfair, unfortunately, unhappy, uniform, union, unique, unit, unite, united, unity, universal, universe, unjust, unkind, unknown, unlawful, unless, unlike, unload, unlock, unlucky, unnecessary, unpleasant, unsatisfactory, untidy, untie, until, unusual, unwilling, uphill, uphold, upkeep, upon, upper, uppermost, upright, uproar, uproot, upset, upstairs, upwards, urban, urgent, useful, useless, usual, utmost, utter, utterance.

‘V’

vacant, vacation, vaccum, valiant, valid, valley, valour, valuable, valueless, vanish, variation, variety, various, vary, vegetable, vengeance, venture, verandah, verify, vertical, vessel, veto, vicious, victim, victor, victory, vigour, violate, violence, violent, virgin, virtue, visible, vision, visit, vital, vivid, vocabulary, vocal, volume, voluntarily, volunteer, vomit, voyage, vulgar, vulnerable.

‘W’

waddle, waken, wallet, wander, wardrobe, warehouse, warmly, warning, wasteful, watchdog, waterproof, water-resistance, watery, weaken, weakness, wealthy, weapon, weather, wedding, weekend, weekly, welfare, well-known, well-made, western, westwards, whatever,

whenever, wherever, whether, whichever, whisper, whistle, whoever, wholly, widely, widen, widespread, widow, widower, willing, windy, wisdom, wisely, witty, withdraw, within, without, witness, woman, (womən), women, (wimən), wonder, wooden, woolen, worker, worldwide, worry, worship, worthless, worthwhile, worthy, wrinkle.

‘X’

X-ray, X-mas.

‘Y’

yearly, yellow, yesterday, youngster, yourself, yourselves, youthfulness.

‘Z’

zealous, zealousness, zigzag, zipper.

Let Yourself Sharpen Your Vocabulary

Now you have an important treasure of words you can bank upon. Do you know what does Bank do to earn income on its treasure of Deposits ? Yes, it keeps its money in circulation to earn more money. As Bank keeps the money in circulation to earn more money, so, your this Vocabulary Bank also requires same type of circulation; and the best way to keep it rolling on is the maximum utilisation of this bank's treasure. Therefore, more and more and frequent use of these words is an indispensable process to enrich your Vocabulary Bank.

In both, the list of Mono-syllabic words and Poly-syllabic words, you might have encountered with some strange words. You are required to sort out them and consult these words with your dictionary to find out various meanings of them. Besides, you can classify them in following three groups for better acquaintance :

(a) The words in which stress falls on the First syllable. For example, able, action, angry etc.

(b) The words in which stress falls on the Second syllable. For example, aback, absorb, affect etc., and

(c) The words in which stress falls on the Third syllable. For example, admiration, anniversary, artificial etc.

By classifying these words, you can acquire the skill to grasp the words quickly and your organs of speech would feel convenient to pronounce them effectively.

So make effective use of this drill and speak them loudly. This is very important task to be performed by your organs of speech to be accustomed in the fashion that demands English language.

Develop Fast Friendship with Core Words

The Core words may be proved your best assistant. Now count your treasure. You have 4000 words in your hands, i.e., 1586 Mono-syllabic words plus 2414 Poly-syllabic words in your Vocabulary Bank. This treasure is enough to make you rich in fluency. These words are capable to bestow you the powerful proficiency to communicate effectively. But it doesn't mean that you should limit your efforts to enrich this Vocabulary Bank. Make arrangement for any good book that can show you the way to make better use of Prefixes and Suffixes to frame more new words. Any how at present you should try to master the given list of Mono-syllabic and Poly-syllabic words, and you can rely then on your organs of speech that they won't feel any difficulty to make you fluent in English speech.

Your Attention Please

You are also required to bear in your mind that you should always use simple and common words to make your communication accessible to listener, and make your speech realistic. Trying to make your speech high sounding can ditch your fluency. That's why always beware of High Sounding and difficult to pronounce words at this stage. Yes, after acquiring required fluency level you can be at your liberty to use such words at your convenience.

Let us Practice

The following are the model structures to train your organs of speech. Read them out loudly so that your voice could easily strike your ear-drums, and your memory can be waked up.

Practice Material

Read out the practice material aloud, and try to speak the group of words as a single unit. For example read

“I wasn’t the secretary.”

as “Iwasn’ttheseecretary.”

General Structure No. 1.

I am a student. I am not a teacher. I am looking at the door. I am not playing football. I am happy to see your report. I am not afraid of snakes. I am an actor. I am not a tailor. I am going to circus. I am not going to cinema.

He is a clever boy. He is not a good student. He is just going to read it. He is not writing the lesson. He is an intelligent. He is not a stupid. He is a very handsome chap. He is not so laborious. He is swimming into the pool. He is not running on the track.

She is a very sweet girl. She is not lazy. She is smart. She is not courteous. She is reading a letter. She is not cooking the food. She is a pretty looking girl. She is not so ugly. She is playing with kids. She is not the girl he wanted to see.

It is mine. It is not hers. It is Raju. It is not Raju’s bag. It is big enough. It is not large enough to pick. It is his fault. It is not a good one. It is draining. It is not getting cool.

You are down stairs. You are not up stairs. You are across the road. You are not near to me. You are forcing him to run. You are not allowing him to go. You are sure. You are not pleased with her. You are a really nice fellow. You are not cruel to others.

We are listening the music. We are not singing the song. We are above. We are not below. We are proud of our son. We are not sure about it. We are managing a hotel. We are not tax payers. We are all geniuses. We are not all silly fools.

They are our friends. They are not idiots. They are qualified teachers. They are not trained persons. They are the people who live here. They are not doing well. They are sly and cunning. They are not feeling ashamed. They are very polite to us. They are not so proud.

General Structure No. 2.

I was inside. I was not outside. I was here. I was not there. I was having lunch. I was not the President. I was lucky. I was not upset over that. I was the prefect of my class. I was not playing the match, I was not there.

He was a clerk. He was not the thief. He was so kind and gentle. He was not wrong at all. He was the boy I wanted to see. He was a classmate of mine. He was the son of Prime Minister. He was not the President's brother. He was very happy and gay. He was not surprised to have it.

She was down. She was not up. She was outside. She was not inside. She was washing her clothes. She was not doing her best. She was a good dancer. She was not a dull student. She was very fortunate. She was not so lucky. She was the best girl to ask. She was not the girl I have been looking for.

It was me. It was not me. It was us. It was shining as it used to. It was not floating on the surface. It was worse at all. It (the container) was not full of sweets. It was as simple as that. It was not so tough.

You were away. You were not back. You were writing the notes. You were not fighting with others. You were very crazy. You were not so idiot. You were wearing a fine shirt. You were not practising hard. You were his good friend. You were not her enemy.

We were early. We were not late. We were far away. We were not somewhere. We were pleased to see him. We were not calm about that. We were sure about that. We were not confused about that. We were planning for a trip. We were not explaining it to them.

They were ahead. They were not behind. They were near. There were not far. They were cutting it short. They were not making a noise. They were going there on business. They were not feeling very happy. They were ready to do it. They were not sly and cunning.

General Structure No. 3.

I am behind the curtain. I am not by the gate. I was near the shop. I was not disturbed at all.

He is far away from Agra. He is not in a good mood. He was at fault. He was not across the road.

She is from my town. She is not at the back of her seat. She was on the top of list. She was not on the board.

It is a long way from here. It is not by the side of the hotel. It was mentioned at the last. It was not included in the list.

You are in between the rows. You are not among your friends. You were away from here. You were not here for a long time.

We are against indiscipline. We are not against freedom. We were the customers of that shop. We were not the members of club.

They are off side the street. They are not in front of the gate. They were of very different kind. They were not the person I have been looking for.

General Structure No. 4.

I like it. I don't have money. He enjoys playing guitar. He doesn't play well. She stitches well. She doesn't cook so well. It belongs to me. It doesn't entertain nicely. You write better. You don't speak in fluency. We run fast. We don't eat eggs. They believe much on it. They don't enjoy playing hockey. I lived in New Delhi. I didn't go there. He forgot his promise. He didn't owe her any money. She ate too much. She didn't relish the dishes. It prevented her to play. It didn't drop down from his hand. You completed your work. You didn't write any letter. We stayed at home till eight. We didn't avoid meeting them. They asked to enter the room. They didn't help me.

General Structure No. 5.

I have finished that novel. I haven't written my notes. He has confessed it. He hasn't used any unfair means. She has broken it open. She hasn't forgotten her insult. It has annoyed him. It (train) hasn't left before she reached the station. You have judged well. You haven't misspelt any word. We have forgotten his mischief. We haven't listened any noise. They have made many mistakes. They haven't made fun of her. I had written

my book. I hadn't spoken any harsh word. He had quarrelled badly. He hadn't informed us that* he is coming. She had allowed him to go out. She hadn't sung better. It had become dry. It hadn't made her work harder. You had addressed it to him. You hadn't started the speech. We had painted the room. We hadn't charged him anything. They had paid the coolie. They hadn't offered any bribe.

General Structure No. 6.

Dog is a faithful animal. Goats aren't wild animals. Singing is her favourite hobby. Hockey isn't his favourite game. Rohit is a brilliant student. There are new designs of clothes. The postmen delivered the letters. The sweeper didn't sweep the street. Their men had done appreciable work. The workmen hadn't report on their duty. A lot of people rush to the spot. One of my friends didn't go to the circus. Every girl want to be an actress. The house owner doesn't let out the flat. His shoes needs polishing. Her hair doesn't want setting. Just for a few rupees they fought badly. Just a few steps after he was not visible. More people have completed their assignments. Many of them haven't sprayed the house-walls.

Chapter in Nutshell

- Build up your own Vocabulary Bank.
- Have better acquaintance with words, i.e. Mono-syllabic words, and Poly-syllabic words. Mono-syllabic words contain only one syllable. On the other hand, Poly-syllabic words contain more than one syllable.
- Mono-syllabic words generally need not any stress or extra effort to speak them out, while Poly-syllabic words require stress as the situation demands.
- Read out the given Mono-syllabic, and Poly-syllabic words ALOUD.
- Practice Material requires frequent and several readings ALOUD.

* 'that' is not an essential part of spoken English, hence you can omit it.

4

Train Your Tongue

Just imagine, what would happen to your tall talks if your fleshy organ in the mouth, the tongue refuses to cooperate with you. But fortunately, it is not so. It always wishes to cooperate with you from the bottom of its heart. And you always succeed to keep it busy in experiencing various tastes.

It is your tongue that also keeps you in effective speech, particularly in your tongue. Because you have given it extensive training for it since your childhood. That's why you speak your mother tongue very efficiently. But what's the reason of not having desired fluency in English speech. And the valid reason is this that your tongue has not been provided proper training to speak English fluently.

In the schools and colleges, you've learnt almost important rules and principles of English and English grammar, i.e., Principles of Description. But you have learnt them with your brain and eyes only, not with the help of your tongue. Therefore, you are most capable to describe and transmit your ideas through paper; and you still long for fluency of speech.

Now it is the right time to train your beloved tongue to get it along with you in your efforts, so your speech may come out from your mouth without any extra strain.

To scrap the hesitational tendency of your tongue, make it adept about the principles of English grammar which were learnt earlier by your brain and eyes, so your tongue can become immune from faltering. It is the only, important and indispensable programme that can bestow upon you the gift of speech fluency.

Now go through the table of 'important combinations' given here carefully and teach your tongue the principles of description.

Important Combinations

Subject	What should speak	What's not
I	I don't	I doesn't ×
We	We don't	We doesn't ×
You	You don't	You doesn't ×
They	They don't	They doesn't ×
He	He doesn't	He don't ×
She	She doesn't	She don't ×
It	It doesn't	It don't ×
I	I didn't	—
We	We didn't	—
You	You didn't	—
They	They didn't	—
He	He didn't	—
She	She didn't	—
It	It didn't	—
I	I have/haven't	I has/hasn't ×
We	We have/haven't	We has/hasn't ×
You	You have/haven't	You has/hasn't ×
They	They have/haven't	They has/hasn't ×
He	He has/hasn't	He have/haven't ×
She	She has/hasn't	She have/haven't ×
It	It has/hasn't	It have/haven't ×
I	I had/hadn't	—
We	We had/hadn't	—
You	You had/hadn't	—
They	They had/hadn't	—
He	He had/hadn't	—
She	She had/hadn't	—
It	It had/hadn't	—

Things to Remember

- Never use Past Tense (IIInd) form of action-words after 'doesn't', 'don't' and 'didn't'. Use only basic form of action-words with them. For example, 'doesn't go', 'don't go' and 'didn't go'.
- Use only Past Participle (IIIrd) form of action-words after, 'has', 'hasn't', 'have', 'haven't', 'had' and 'hadn't'. For example, 'has written', 'hasn't written', 'have written', 'haven't written', 'had written', and 'hadn't written'.

You've gone through the important combinations of various word-groups of English language those follow certain principles and patterns. You are required to adhere strictly with them. Now you repeat each and every combination ALOUD so many times in the following manner :

I don't	We don't	You don't	They don't
He doesn't	She doesn't	It doesn't	

I didn't	We didn't	You didn't	They didn't
He didn't	She didn't	It didn't	

I have	We have	You have	They have
He has	She has	It has	

I haven't	We haven't	You haven't	They haven't
He hasn't	She hasn't	It hasn't	

I had	We had	You had	They had
He had	She had	It had	

I hadn't	We hadn't	You hadn't	They hadn't
He hadn't	She hadn't	It hadn't	

Understand the Verb and its 3 forms

Verbs or Action words and their proper application is the life-line of your speech fluency. Given herebelow is the list of most frequently used verbs or action words. Go through them and read them Aloud.

Most-Frequently used Verbs (Action words)

	Basic (Ist Form)	Past Tense (IIInd Form)	Past Participle (IIIrd Form)
Group I :	The verbs of this group have the same physical structure (spellings) in all the three forms, i.e., Basic (Ist) form; Past Tense (IIInd) form, and Past Participle (III) form.		
	bet	bet	bet
	burst	burst	burst
	cast	cast	cast
	cost	cost	cost
	cut	cut	cut
	hit	hit	hit
	hurt	hurt	hurt
	let	let	let
	put	put	put
	read (red)	read (red)	read (red)
	rid	rid	rid
	set	set	set
	shut	shut	shut
	split	split	split
	spread	spread	spread
	upset	upset	upset
Group II :	In this group, spellings of Basic forms are different from Past Tense forms, while the Past Tense forms and Past Participle forms have the similar structure of spellings.		
	awake	awoke	awoke
	bend	bent	bent
	bind	bound	bound
	bleed	bled	bled
	breed	bred	bred
	bring	brought	brought

I	II	III
build	built	built
burn	burnt	burnt
buy	bought	bought
catch	caught	caught
cling	clung	clung
creep	crept	crept
deal	dealt	dealt
dig	dug	dug
dream (drem)	dreamt (dremt)	dreamt (dremt)
dwell	dwelt	dwelt
feed	fed	fed
feel	felt	felt
fight	fought	fought
find	found	found
fling	flung	flung
get	got	got*
grind	ground	ground
hold	held	held
kneel (nel)	knelt (nelt)	knelt (nelt)
lead	led	led
lean	leant	leant
leave	left	left
lend	lent	lent
lose	lost	lost
make	made	made
mean	meant	meant
meet	met	met
shine	shone	shone
sit	sat	sat
sleep	slept	slept
slide	slid	slid
smell	smelt	smelt

* American accent uses it as 'gotten.'

I	II	III
speed	sped	sped
spend	spent	spent
spin	spun	spun
spit	spat	spat
spoil	spoilt	spoilt
stand	stood	stood
stick	stuck	stuck
sting	stung	stung
strike	struck	struck
string	strung	strung
sweep	swept	swept
swim	swam	swam
swing	swung	swung
teach	taught	taught
think	thought	thought
understand	understood	understood
weep	wept	wept
win	won	won
wind	wound	wound
wring	wrung	wrung

Group III : Action words of this group have different spellings in Basic, Past Tense and Past Participle forms.

arise	arose	arisen
bear	bore	born
beat	beat	beaten
bid	bade	bidden
bite	bit	bitten
blow	blew	blown
break	broke	broken
choose	chose	chosen
draw	drew	drawn
drink	drank	drunken
drive	drove	driven
eat	ate	eaten

I	II	III
fall	fell	fallen
fly	flew	flown
forbid	forbade	forbidden
forget	forgot	forgotten
forgive	forgave	forgiven
forsake	forsook	forsaken
freeze	froze	frozen
give	gave	given
go	went	gone
grow	grew	grown
hide	hid	hidden
know	knew	known
lie	lay	lain
ride	rode	ridden
rise	rose	risen
see	saw	seen
shake	shook	shaken
show	showed	shown
shrink	shrank	shrunk
sink	sank	sunk
slay	slew	slain
sow	sowed	sown
speak	spoke	spoken
spell	spelled	spelt
steal	stole	stolen
strive	strove	striven
swear (swar)	swore (swor)	sworn (sworn)
swell	swelled	swollen
take	took	taken
tear	tore	torn
throw	threw	thrown
tread	trod	trodden
wake	woke	waken
wear	wore	worn
weave	wove	woven
write	wrote	written

I	II	III
Group IV : This group contains the action words which can be changed into past tense and past participle by adding 'd' or 'ed' at the end thereof. For example :		
ask	asked	asked
drop	dropped	dropped
force	forced	forced
laugh	laughed	laughed
reduce	reduced	reduced

The following are some such words that need only 'd' or 'ed' to be added at the end thereof to become past tense and past participle. Go through them, grasp them and read them ALOUD, all the three forms.

'A'→ accept, accompany, account, accustom, ache, act, add, address, admire, admit, advance, advertise, advise, afford, agree, aim, allow, amuse, annoy, answer, appear, appoint, approve, argue, arm, arrange, arrive, ask, attack, attempt, attend, attract, avoid

FYFW*

'B'→ bake, bar, base, beg, behave, believe, belong, bill, blame, block, boil, border, borrow, branch, breathe, bridge, brush, bury, button

FYFW

'C'→ call, camp, care, carry, cause, cease, chain, change, charge, charm, chase, cheat, cheer, civilize, claim, clean, clear, climb, close, clothe, collect, colour, comb, combine, comfort, command, compare, compel, complain, complete, concern, confuse, connect, conquer, consider, consist, contain, continue, control, copy, cough, count, cover, crack, crash, cross, crowd, cry, cure, curl, curse, curve

FYFW

* Use this space 'For Your Favourite Words (FYFW)'.

‘D’→ damage, dance, dare, decay, deceive, decide, decrease, declare, defeat, defend, delay, delight, deliver, demand, depend, descend, describe, desert, deserve, desire, destroy, determine, develop, die, dip, direct, disappoint, discourage, discover, divide, doubt, drag, dress, drop, drown, dry

FYFW

‘E’→ earn, educate, elect, employ, enclose, encourage, end, enjoy, enquire, enter, escape, establish, examine, exercise, excite, excuse, exchange, exist, expect, explain, explode, express

FYFW

‘F’→ fade, fail, fancy, fasten, favour, fear, feast, fill, film, fire, fish, fit, fix, flame, flash, float, flood, flow, fold, follow, form, free, fulfil(l), furnish

FYFW

‘G’→ gain, gather, govern, greet, grieve, guess, guide

FYFW

‘H’→ hammer, hand, handle, happen, harm, hasten, hate, heap, heat, help, hire, hook, hope, hurry, hunt

FYFW

‘I’→ imagine, improve, include, infect, influence, inform, inquire, instruct, intend, interest, interrupt, introduce, invent, invite

FYFW

‘J’→ join, joke, judge, jump

FYFW

‘K’→ kick, kill, knot

FYFW

‘L’→ lack, land, last, laugh, lift, like, limit, listen, live, load, lock, lodge, look, love, lower

FYFW

‘M’→ manage, march, mark, marry, match, matter, meagre, mend, mention, milk, mind, miss, mix, move, murder

FYFW

‘N’→ nail, name, need, note, notice, nurse

FYFW

‘O’→ obey, obtain, offend, offer, oil, open, operate, oppose, order, ornament, overflow, owe, own

FYFW

‘P’→ pack, paint, park, pass, past, pause, perform, permit, persuade, photograph, pick, pile, pilot, pity, place, plan, plant, play, please, point, poison, polish, post, pour, practise, praise, prefer(r), prepare, present, preserve, press, pretend, prevent, prick, print, promise, pronounce, protect, prove, provide, pull, pump, punish, push

FYFW

‘Q’→ quarrel, question

FYFW

‘R’→ race, rain, raise, reach, reason, receive, recognise, record, reduce, refuse, regard, relate, remain, remember, remind, remove, rent, repair, repeat, reply, report, represent, request, require, respect, rest, result, retire, return, reward, risk, rob, roll, row, rub, rush

FYFW

‘S’→ sail, satisfy, save, scatter, scold, screw, search, seat, seem, seize, separate, serve, settle, shade, share, shelter, shield, shock, shop, shout, sign, signal, slip, slope, slow, smile, smoke, sound, stamp, start, state, stay, steam, step, stop, store, stretch, stitch, struggle, study, succeed, suck, suffer, suggest, suit, supply, support, suppose, surprise, surround, suspect, swallow

FYFW

**'T' → talk, task, tax, telephone, test, thank, tidy, tie,
tire, toss, touch, tow, tower, train, trap, travel,
treat, tremble, trick, trouble, trust, try, turn, twist**

FYFW

'U' → unite, urge, use

FYFW

'V' → vary, visit, vote

FYFW

**'W' → wait, walk, wander, want, warm, warn, wash,
waste, watch, wave, weigh, welcome, whip,
whisper, whistle, wish, wonder, work, worry,
worship, wrap, wreck, wound**

FYFW

Practice Material

Group 1.

I don't wish to go. I don't think that* it is better. We don't eat eggs. We don't write illegible. You don't play hockey. You don't run fast. They don't see horror movies. They don't like to play chess. He doesn't ask questions. He doesn't play well. She doesn't cook dishes well. She doesn't drive car. It doesn't look like that. It doesn't feel cozy.

I didn't go there. I didn't hear any voice. We didn't play bad. We didn't beat them. You didn't inform me. You didn't write any letter. They didn't allow to play. They didn't take their medicine. He didn't appear in the exam. He didn't teach the boy. She didn't wash her clothes. She didn't start her work. It didn't work well. It didn't melt even at 200° C.

I've done it. I haven't gone to theatre. We've complained today. We haven't planned the programme. You've attended the classes. You haven't shown your results. They've broken the promise. They haven't reported the facts. He's painted the scene. He hasn't white-washed

* 'that' is not an essential part of spoken English, hence you can omit it.

the room. She's done her work well. She hasn't performed nicely. It's concealed nothing. It hasn't revealed anything.

I had a little doll. I hadn't finished my lunch. We had furnished the informations. We hadn't given any chance. You had written wonderfully. You hadn't shown your calibre. They had sung the song. They hadn't played the piano. He had beautiful pictures. He hadn't any good book. She had danced amazingly. She hadn't met her son. It (the book) had nice pictures. It hadn't interesting stories.

Group 2.

She enquired where he was. She forgot that he called her. I didn't know which one he wanted. I wonder who did it. They asked why I did it. They enquired where I was. He mistook her as his friend. He took her for her twin-sister. We can't remember how we did it. We didn't know if he had gone. He combed his hair. He didn't washed his shirt. She did her best. She didn't cook well. They broke their hands. They didn't lose their purses.

Wheat is sold by the kilo. Cloth is sold by the metre. Apples are sold by the weight. Bananas are sold by the dozen. These toffees are one rupee each. Bananas are eight rupees a dozen. The cloth is 50 rupees a metre. Milk is 10 rupees a litre. Tomatoes are 20 rupees a kilo. Cauliflowers are 5 rupees each.

She caught him by the arm. He caught her by the hair. She hit him in the head. He kicked her in the back. She slapped him on the cheek. He patted her on the back. You can start any time now. You can go there any day now. They'll arrive here any minute now. They'll call you any moment now.

I doubt if they can do it. I forgot if she had picked it up. He asked if I had seen it. She didn't know if I had gone. They wondered if he would come. We'll find out if it is true. I enquired if there was any vacancy. I can't recall if I have seen her. She wanted to know if I counted on her support. She asked him if he was tired of waiting. I asked her if she wore plain glasses. I asked him if he was born in Agra. Please tell me the truth.

Please remind me if I forget it. You must tell me if you are late. You must inform him if they are going. I enquired where he was. I apologized for what I did wrong. He hadn't anything to eat. She hadn't a paisa to spare.

I hadn't a book to read. I hadn't a moment to spare. He hasn't any time to waste. She hasn't an enemy in the world. They haven't a single rupee in their purse. They haven't anytime to spare. He'll phone you any moment now. She will come here any moment now. I can go there any time now. We can start any moment now.

He agreed to come. She decided to marry him. They parted with it. We longed for their friendship. He listened to her. She waited for him. She looked at me. I looked after her. We wanted to go. They failed to do it. He continued to argue. I preferred to go by bus. He forgot to switch it off. She remembered to send me a card.

Everybody began to dance. I said it to him. We admitted everything to them. He explained the whole thing to me. She confessed her guilt to them. They mentioned it to us. He suggested the plan to them. I put the question to her. She described her journey to me. He finished writing. She practised swimming. I avoided eating. We stopped drinking. She disliked travelling by jeep. They suggested going for a walk. Neeta began reading. Geeta stopped writing. I like getting up early. I can't help laughing. I don't mind doing it. I remember meeting you at park.

They made me President. They named me Chairman. They appointed him teacher. They've voted her Secretary. He named his son Anand. She named her daughter Shruti. We nominated you Secretary. We declared him our President. He looked on him as an authority. I took him as a clerk. She treated him as her brother. They regarded him as an expert. We used it as a lever. We mistook him as a thief. He classed them as separate. We considered him as dishonest. They described her as innocent. She counted him as dependable. You regarded him as guilty. We smelt something burning. I saw the man coming. He heard someone shouting. She found the boy waiting. They noticed the bus coming. I caught him hiding behind the bushes. I watched the girl opening the door.

It's here. It's under the stool. It's on the top. It's at the bottom. The bus is at half past six. The train is at quarter to three. The school is behind the fort. The house is in front of garden. The shop was near the tower. The market was inside the campus. Her birthday is in August. The party is at midnight. The show is in the evening. It's at five O'clock. His seat was in the front. Her seat was at the back.

It isn't any use. It isn't any fun. It isn't any trouble. It isn't any problem. It isn't any difficulty. It isn't any pleasure.

Group 3.

I read a story to her. I read her a story. We owed some money to them. We owed them some money. You brought a parcel to him. You brought him a parcel. They sent a letter to you. They sent you a letter. He told the truth to me. He told me the truth. She offered some sweets to us. She offered us some sweets.

I handed over a cheque to her. I handed over her a cheque. We promised a present to them. We promised them a present.

You fetched some water for me. You fetched me some water. They threw the stone to us. They threw us the stone. He wrote a note to her. He wrote her a note. She showed a photograph to him. She showed him a photograph.

I sold my car to them. I sold them my car. We granted permission to him (to play)*. We granted him permission (to play)*. You taught a lesson to me. You taught me a lesson. They passed the jam to him. They passed him the jam.

He spared some trouble for her. He spared her some trouble. She chose a book for her brother. She chose her brother a book.

* The word/word-group here is not an essential part of spoken English. Hence, it can be omitted. If the context demands, then you have to speak it out.

Group 4.

I thought (that)* she was honest. I thought (that) she was an honest girl. We felt (that) they were not right. We felt (that) they were not the right persons. You found (that) she was correct. You found (that) she was a correct lady. They knew (that) I was guilty. They knew (that) I was the guilty person. He guessed (that) he was cunning. He guessed (that) he was a cunning boy. She supposed (that) it was old. She supposed (that) it was an old one.

I felt (that) her decision was wrong. I felt (that) her decision was wrong one. We reported (that) they were efficient. We reported (that) they were efficient persons. You found (that) we were honest. You found (that) we were the honest men. They presumed (that) that was right. They presumed (that) that was the right answer. He considered (that) it was important. He considered (that) it was an important thing. She believed (that) it was true. She believed (that) it was the truth.

I expected (that) she would be there. I said (that) they were right. We felt (that) we must apologize. We hear (that) you have selected her. You wished (that) they wouldn't interfere. You thought (that) she would like to come. They thought (that) he would be there. They believed (that) I recognised their voice. He hoped (that) she wouldn't check it. He decided (that) he'll not interrupt. She requested (that) I must come. She suggested (that) they must consult a doctor.

I told them (that) they were not right. I requested her (that) be quite and calm. We convinced her (that) he was not wrong. We told him (that) he should leave the place. You phoned him (that) he can come. You informed us (that) they can reach there. They satisfied (that) we could depend on them. They reminded me (that) they won't come. He assured me (that) he would do it. He requested us (that) we must consider his case. She insisted me (that) I must do it. She pleaded them (that) they must oblige her.

* 'that' is not an essential part of spoken English, hence you can omit it.

Chapter in Nutshell

- **Grasp the Principles of Description, i.e. Important Combinations of Speech.**
- **Pay due attention towards 'Things to Remember'.**
- **Understand the Action words and their three forms carefully.**
- **There is no need to learn any text given here by heart including Practice Material. Read it aloud not once, but several times to let your organs of speech to acquire the speech habit.**

5

Befriend with Speech Fluency Techniques

What the fluency is and how it can be acquired ? Perhaps, you might have had an idea about it. Through this chapter we'll take a step further to befriend with it.

Fluency is an art of speaking a language fluently. When you speak or you talk with a flow without your speech getting broken down in the middle, you can be called fluent in speech. You are most capable to get fluency in English language, but only when you grasp the art of generating as much speech as you require.

The generation of speech depends upon the idea-units. You can generate numerous idea-units and one good thing about the idea-units is this that they don't require to be learnt by heart. Therefore, translating your ideas into sentences and learning these readymade sentences by heart is not the right answer to get fluency. The idea-units are most potent to offer you revived speech-fluency. And as you know that there is no limit for ideas, so not for idea-units as well as to your fluency of speech. As every language has its own style of framing up idea-units, so has English, and it has some fundamental frames or structure style. Without understanding them it is absolutely difficult to get speech-fluency. You can call the fundamental frames as generative frames too. These are the generative frames those generate a big amount of speech. Now go through the following very common type of idea-unit :

She is a girl.

From this idea-unit, you can generate a number of other idea-units. For example :

Pooja is a girl.

Your sister	is a girl.
Her friend	is a girl.
She	is a beautiful girl.
She	is a wise girl.
She	is the girl I saw in the market.

and so on.

In this way, you can multiply your idea-units to generate an unlimited amount of speech. To multiply your idea-units efficiently, you are in need of new words or word-groups instead of word or word-groups already used therein. By this substitution, your speech gets multiplication and effective generation. To generate the substitution skill, you are required to go through again the list “Important combination” and practice material given in chapter 4 to grasp the applied principles of description. You needn’t to learn them by heart. Just read them aloud as many time as you can.

Your Speech has Parts too

You are well aware about parts of speech, i.e., Noun, Pronoun, Adjective, Verb, Adverb, Preposition, Conjunction, Interjection and Articles. There is no necessity to go in details for all these parts of speech. As we are concerned with speech-fluency part of English, therefore, we shall look at the structures from different angle.

Generally, whenever we speak, we speak about a person, or a place or a thing. It means a part of idea-unit contains a name or some other word used in place of a name. So we can call that part of idea-unit as Naming Part. And we describe something about that person or place or thing too. Or we speak about some action connected with them.

So for the purpose of our speech convenience, we classify our idea-unit or speech structure broadly in three parts, i.e.,

(a) Naming Part, e.g., name of a person (like Siddhartha, Kapila etc.) or word used instead of that name (like He, She, They etc.);

(b) Descriptive Part, e.g., describing the naming part as Ram (Naming part) is in his room (Descriptive part) etc., and

(c) Action Part, e.g., the part of idea-unit indicating about action by naming part, as Sharmila is reading a novel etc.

Thus, our speech consists of either naming part plus descriptive part and/or action part (including helping action words like as is, isn't, aren't etc).

And while you speak a naming part or an action part, you describe its nature. Now take an example. Whenever you have to speak about Madhu, you would have to describe about her qualities, or her condition or her position. Thus your speech would be like as

Madhu is fond of chocolates.

Madhu is very intelligent girl.

Madhu is quite well.

Madhu is in her kitchen.

In the above structures, 'fond of chocolates', 'very intelligent girl', 'quite well', and 'in her kitchen' are all descriptive parts. Simultaneously, in the following structures :

She goes to school daily.

She studies regularly.

She prays in the morning.

She sings very sweetly.

You can notice the definite pattern of idea-units here. And the pattern is Naming Part (she) + Action Part (goes, studies, prays, sings) + Descriptive Part (to school daily, regularly, in the morning, very sweetly).

Hence, your speech is made up of several frames. So you have to just manage these frames of speech properly to get required fluency in English.

Now you go through the Naming Parts given here carefully and read them aloud several time.

Naming Frames or Parts

a handsome boy, a beautiful girl, a famous artist, a melodious singer, a wanted man, a ghastly woman, a kind-hearted man, a fashionable woman, a well-dressed gentleman, a curly haired lady, a long letter, a short letter, a strong letter, a noisy film, a dull movie, a pleasing personality, a pleasing look, a dirty room, a fine

corridor, a beautiful place, a terrible back-pain, a terrible headache, a wretched day, a pleasant journey, a horrid dinner, a relish lunch, a mouth-watering breakfast, a delightful feast, a stupid chap, a serious mistake, a great success, a huge box, a lovely face, a sweet voice, a golden opportunity, a rare chance, a wise decision, a partial judgment, a wonderful day, a terrible day, a horrible week, a humourous story, a pleasant novel, a good profit, a short screw, a long bolt, a part-time job, a full-time assignment, a hopeless day, a miraculous look, a peculiar instance, a beautifully-built house, a well-built mansion, a well-fed cow, a colourful book, a badly torned shirt, a badly stained trousers, a right sized shirt, a horrid medicine, a long-lasting polish, a slight cold, a fine day, a rude remark, a small favour, a surprised look, a large group, a difficult situation, a red one, a serious complaint, a delightful meal, a loud knock, a horror movie, a pleasant walk, a great honour, a dinner set, a sweet home, a wise officer, a decisive person, a humble house, a difficult decision, a terrible situation, a good thing, a bad thing, a nice thing, a long time, a big hand, a good one, a very busy time, a very common-place building, a very good price, a very efficient boy, a very dull girl, a zigzag road, a stony pathway, a narrow lane, a wide street, a nasty cold day, a little place, a horrid little house, a poky little hut, a really good view, a really splendid match, a silly young fool, a fine new coat, a sweet little lass, a little naughty lad, a great harm, a favourite dish, a lovely old gramophone, a nice hot coffee, a great big pan, a blue silk tie, a dark grey pant, a better red paint, a little information, a big help, a little cooperation, a wooden table, a steel box, a bit early, a long delay.

an ugly duck, an unfortunate error, an awful happening, an excellent painting, an intelligent girl, an able boy, an absolute success, an absolute failure, an awful uniform, an extra-ordinary group, an excellent speech, an outrageous suggestion, an unexpected visit, an unexpected meeting, an idle talk, an excellent day,

the close secret, the fair price, the regular visits, the unusual things, the most difficult way, the nearest railway station, the nearer bus stop, the shortest way,

the longest way, the least familiar boy, the top one, the bottom one, the same reply, the physical burden, the mental strain, the bedroom door, the wrong person, the right place, the new car, the first thing, the last thing, the neat things, the beautiful pictures, the next one, the other one, the whole time, the ringing bells, the extraordinary views.

more practice, extra work-outs, several days, several weeks, several months, that feeble man, that tall boy, that short girl, this horrible weather, some rare specimens, that thin woman, much light, successful people, bad weather, that terrible weather, clear weather, that cloudy weather, very few windows, many rooms, that dreadful place, good food, bitter enemies, good health, some good news, much progress, complete rubbish, ambitious schemes, much better things, much gratitude, that fabulous moment, that terrible day, some little difficulty, her precious possessions, your lucky star, that sentimental rubbish, that old woman, her own words, next two weeks, another three months, one important point, two or three people, bad manners, good manners, commendable etiquette, mechanical trouble, very pleasant company, very bad company, memorable friendship, that love affair.

all hers, all his, all her family members, all his friends, all my money, all your life, all their belongings, all her luggage, all the night, all the day, all the years, all the months.

the fellow upstairs, the people down stairs, the man on ground floor, the boy on first floor, the girl outside, the boy inside, the road block, the way ahead, the road back, the person above, the people behind, the people below, the weather yesterday, the people there, the people here, the way out, the votes for, the votes against, every gift, the luncheon tomorrow, the party day after tomorrow, the meeting yesterday, the meeting today, the meeting tomorrow, the man behind, some distance that way, several kilometres this way, many more miles this way, the girl talking to him, the boy wearing the blue jeans, the lady standing in the door way, a lot of people waiting there, the bus approaching, the bit showing, the train departing.

a five hundred-rupee note, a five kilometres walk, a three-storey building, a forty-minute talk, a sixty-year old woman, a good looking dress, a charming woman, a pleasing personality, a thrilling moment, a dazzling day, a puzzling problem, a moving story, a working woman, a befitting remark, a smiling face, a soothing ointment, a delicious apple, a delicious looking mango, some reading material, a shocking answer, a very fantastic story, a very exciting novel, a record breaking jump, a very embarrassing situation, an interesting moment, the running water, that hiding place, an amazing trick, an inspiring quotation, an inspiring discourse, an inspirational idea, an interesting idea, the interesting girl, the rising sun, the growing boys, the grown-up girls, the embarrassing talk, the going month, the coming week, the last year.

a fellow the size of a camel, somebody of your age, a boy your age, a piece this size, a flower-vase that shape, the girl next door, a good day for the picnic, the right person for the task, a good reason to be angry, a big hall like this, a week from tomorrow, a right time for the trip, a boy with long hair, a girl with curly hair, a letter from her, a home in the town, a little help from friends, a report on the meeting, a place on the right there, an official from New Delhi, a government official from capital, a player without equal, that fellow without money, a few presents for tiny tots, some gifts for kids.

the flowers in the garden, the news on the T.V., the cut on your finger, the road to Kanpur, the bus stop at the next turn, the easiest lesson in this book, the difficult note of the music, the next to the last one, the big one next to it, the people from here, the last one in that line, the first one from this line, the blue one on the right side, the white one on the left side, the red one with white stripes, the house on your left, the one with white print on red, the approval at the meeting, the agreement on the dispute, the boy across the street, the temple in front of park, the shop in front of the mosque, the book over the desk, the cat under the table, the building beyond the bridge, the hut down the street, the difference between them, the one next to the dark one,

the next one after that, the one opposite the big one, the shop over there.

the one he selected, the man you saw, the last thing we saw, the books you recommended, the way I used to know, the music system I had last summer, the poem she quoted, the information he wanted, the nail you hit with a hammer, the problem that he is having, the prize he won in the contest, the money she won in the lottery, the girl he kept following, the things I want to do, every thing in the book, someone in the hotel, the fight against corruption, the day before last, things like that, the strange thing about that, change for a five rupee note, the picture for my room, the difference in rate, everyone I met, somebody she met last week, whatever you hear, something they like, every rupee you possess, things you have been wanting to do, the beauty of it, the look of it, the smell of it, the good part of it, the front of it, the back of it, the style of it, the fun of it, the danger of it, the ugly part of it, the pleasant part of it, the poor, the rich, the meek, the greedy, the needy, the wicked, the stupid, the wise.

nothing serious, nothing strange, nothing important, nothing much, something strange, something different, something special, something beautiful, anyone anxious, someone younger, someone angry, someone annoyed.

a lot of fun, a lot of sight-seeing, a couple of years, a bit of quiet, a bit of advice, a pile of plates, a kilo of tomatoes, a glass of water, a list of things, a speck of dust, a finest piece of work, a lot of it, a little of it, a great deal of admiration, a small group of girls, a large group of boys, half of the audience, both of them, all of it, part of it, more of it, none of it, half of it, all of them, none of them.

Action Frames or Parts

In the list given here below, there are several action frames or word-groups, which are generally used while we speak. In these action frames, you'll find certain action words those are always followed by certain, definite prepositions. For example, 'thinking' generally followed by 'about', 'hope' often followed by 'for' and 'invert' followed by 'in' and so on. Thus except the certain

prepositions, if other prepositions are used with them, they tend to change their entity.

Now go carefully to the action frames and read them aloud not once but several time.

looked at her, resigned from it, was in trouble, voted for him, accounted to him for it, heard him laugh, let her arrange, made me go, saw him in person, helped her wash, helped me shift, noticed it overtake, saw him perform, heard her sing, smelt in burn, taught me English, handed his book, denied her the chance, showed her the picture, gave us some grapes, paid them salary, offered him a job, promised her a present, lent him some money, read them a story, listened to the music, argued about it, complained about the misbehaviour, worried about the delay, asked for his help, concentrated on his examinations, interfered with her plans, dashed for the place, prayed for her health, went to a performance, waited until two O'clock, knocked at the door, appeared before the interview board, travelled to Paris, worked with David, waited for a call, wrote to Iris, attended to the matter, lectured about brotherhood, preached about prohibition, lay on the stomach, wished for a change, crawled into bed, banged on the door, clapped for silence, stayed in bed, sent for her assistant, asked for affectionate hand.

returned it clean, cut it short, made him important, at it cold, worked it loose, set him free, made her happy, left it open, cut it very large, kept the tea hot, rubbed it dry, made it safe, built it solid, dyed it blue, at it raw, forced it open, found him guilty, considered him successful, liked him singing, saw him lying, heard her scolding him, felt it crawling, kept him waiting, liked her singing, smelt it approaching, left him wandering, up the spine, caught him stealing, found it missing.

compelled her to answer, persuaded me to join her, allowed me to remain here, taught him to behave, permitted her look at it, ordered him to begin, expected him to reach there, asked him to read, advised him to start, required him to sign, tempted me to buy, pressed me to agree, forced us to go, urged her to accept it, helped her to pull, helped me to win, asked her to sit,

arranged to meet, asked him to see, decided to quit, agreed to work, hoped to get, neglected to report, meant to go, attempted to hurt, started to sing, continued to read, hated to read, loved to read, remembered to bring, liked to leave, pretended to be asleep, began to climb, wanted to collect, forgot to mention, decided to write, meant to do, dreaded to speak, promised to help, promised to see, started to boil, managed to sort it out, managed to pass, expected to come, refused to talk, intended to steal, tried to catch, missed the bus, blew the horn, waved the flag, bought a dog, won the fight.

got depressed, looked better, looked battered, felt sick, felt worried, got confused, looked super, went sour, stayed late, grew tired, got dressed, remained calm, rested little, sounded surprised, felt warm and sticky, stood perplexed, turn red, felt fine, tasted bitter, looked thoughtful, grew old, grew big, became older, tasted delicious, got too friendly, ran wild, smelt sweet, looked fit, smelt horrible, felt depressed, felt annoyed, lay scattered, kept still, looked fishy, got angry, looked dejected, sounded delighted, sounded good, rested a little.

ignored the suggestion, drank the water, became a celebrity, became an important person, called the boy, saw a lion, followed their captain, noticed many mistakes, grew fruits, met the friend, understood her position, understood your problem, obtained a licence, threw away the rubbish, borrowed a book, considered the matter, dropped a new toy, ordered two cups, met Ila, tasted the soup, made a living, lost the scooter key, lighted the lamp, put out the candle, accepted the invitation, liked the new neighbours, smelt something, whispered something, told something, made a good profit, detected the leak, organised a protest, noticed the difference, visited Agra, bit of pieces, convinced the warden, sold the two-in-one, rejected our suggestion, shouted slogans.

baked a cake, hurt himself, advised the monitor, fed the new born, decided the case, returned the book, discussed the problem, demonstrated the experiment, appreciated her help, entered the room, lifted the heavy load, lifted the weight, examined the report, joined the college, opened a hotel, cancelled the contract, closed down a restaurant, climbed a fence, covered the plate,

arrived home, reached the place, cursed the waiter, lost the temper, raised his hands, supported his enemy, heard heavy noise, served coffee, made a hole, changed the subject, paid the porter, knew the rules, remembered the answers, took my place, admired his courage, chewed the food, made breakfast, gave a smile, dabbed the ointment, rubbed his hand, gripped my shoulder, planted a tree, shook his head, missed the train, shown the composition, grieved in repentance, committed the mistake.

wondered at it, believed in Jainism, borrowed it from her, wished for nothing more, offended against the law, went for pleasure, went on foot, complained to him about me, waited for her, searched for it, struggled with it, reported on him, sent the report by hand, excused us for the delay, resulted from a misunderstanding, went by train, went by bus, used to deal with many problems, didn't complain about it, judged by his behaviour, bargained with them for it, objected to it, voted on the proposal, lived for it, smelt of chlorine, replied to him, agreed to meet me, complimented her on her gracious dress, differed from it, longed for it, looked at her, crashed into the wall, hoped for a promotion, forced them to accept it, sent the letter by mail.

wrapped it round her body, reported on it, acted on instructions, preferred to walk, dreamt of her, resigned from it, searched for it, was in luck, struggled with her, differed from that, thanked for the help, spoke about him, replaced that by this, belonged to her, substituted that for this, attended the sick, nursed the patients, listened to him, decided to remain these, filled it with water, joined in it, compared it with that, changed it for a better one, relied on it, yield to it, watched for his reaction, added to my problems, looked after it, persuaded her to go, met her by accident, dropped it by accident, stared at her, attended to the work, dreamt about it, prevented him from doing it, charged him for the repairs, belonged to it, retired from it.

mistook her for someone else, listened to it, died for his principles, yielded to them, combined business with pleasure, interfered with it, thinking about her husband, thinking about examinations, failed to get it, sympathised with them, quarrelled with me, interfered with them,

fought them for her share, fought for his share, traded in it, quarrelled with every one, laughed about everything, laughed about those people, agreed with him about it, look after the children, wanted to ask, saw him by chance, served as a reminder to us, worrying about her son, worrying about the job, worrying about the future, profited by the experience, benefitted by the hands-on practice, met her by chance, benefitted from it, finished it on his own, distinguished them from these, didn't argue about the cost, stared at it, inquired about him, argued with her about them.

asked for him, consulted him about that, looked for it, died for them, apologised to her, didn't talk about you, learnt about those people, leant on him, traded with them, insisted on it, loved to do it, arguing about his rights, wrote to her about his feelings, arguing about the plan, reflected on it, talked to me about it, waited for the result, learnt about the situation, agreed on that course of action, boasting about their house, lived in comfort, shared the emotions, reminded me of something, shared the profit, learnt the lesson by heart, used in emergencies, was in pain, submitted them, reported about everything, beware of it, beware of him, complaining about every one, used for washing, wrote to them about it, didn't agree about it.

was suffering from fever, were suffering from acute bronchitis, asked for it, teased him about it, open it at page number, asked for it, promised to bring it, wrote to them about it, applied for the post, applied to the principal, thought about it, died of hunger, reasoned with him, agreed with me about programme, kept it in control, told me about you, looked for me, agreed to their proposal, shot at the tiger, relied on him, opened with a knife, depended on him, came in a bus, came by car, economised on it, thought about the troubles, showed it in public, thought of everything, thought of everyone, divided it into many parts, divided it into equal parts, asked about it, lived on junk food, boasted of it, asked her about you, submitted to discipline, asked after your health, indulged in it, worried about him.

opened the almirah by instinct, undertook to complete it, ranked with them, succeeded in finishing it, despaired of them, thought of it, bought it for a small sum, objected to it, got out of control, registered his name in advance, allowed for his weakness, surrendered to them, was in trouble, opened it by mistake, made of wood, arranged for the money, made from a large piece of wood, saw him about it, laughed at him, worried about it, argued with me, failed to reach there, tried to contact him, lived by teaching, talking about her future plans, talking about his relatives, combined with the neighbours, sold it for a large sum, operated on him, smiled at them, swore at them, don't trouble about those things, argued with them about the cost, searched for it, resigned from the post, failed in the examination, made by hand, rolled by hand, engaged in some urgent work, called for him, troubled him about it, burnt it on purpose, knew about it, lived in fear, forgot about it, qualified for admission.

hoped for it, spent it on essential things, seemed to like it, wished for it, thought of him, exchanged for a pencil, leant out of the window, writing about you, depended on them, parted with it, answered for him, experimented with it, called on them, sympathised with them, spoke of it, failed to complete it, described it in detail, used for cutting, heard of it, dreamt about their marriage, tasted of onion, watched for it, refused to talk, don't worry about them, called everyone in turn, approved of her, knew about him, tasted like garlic, attended to the visitors, mistook me for his brother, heard of him, didn't care about it, united with them, didn't care about me, found fault with everyone, appealed to them, spoke about it, persisted on it, was on duty, fought with him, fought for it, advised her to stay away, talked of it, spoke about them, cared about us, responded to it, spoke to me about it, approved of it, looked for the book, paid for it, knew of them, decided on it, resulted in failure, forgot about you, was on fire, forgave him for it, died for the country, knew of it, gained by it, expected you to do so, pardoned him for the mistake, joined this to that, played against them,

talked to her, combined with it, congratulated him on it, belonged to him, cared about his career, joking about them, joking with him about it, interfered in our affairs.

Now, you've two very strong wings, i.e., Naming Frames, and Action Frames, with the help of them, your speech fluency can fly high. You have only to do it that you pick a Naming frame and join it with various Action frames and generate a flow of speech. In this way, you can be able to frame the million idea units.

For example, you picked a naming frame 'a beautiful girl' from the list. Now you conjugate the various action frames as follow :

A beautiful girl looked at her.
 A beautiful girl resigned from it.
 A beautiful girl was in trouble.
 A beautiful girl voted for him.
 A beautiful girl accounted to him for it.
 A beautiful girl heard him laugh.
 A beautiful girl let her arrange.
 A beautiful girl made me go, and so on.

So, grasp this speech generation technique properly and go through the practice material carefully.

Practice Material

It took me half-an hour to paint it. It took us a long time to come to a decision. It took him three days to finish it. It took her three hours to shop the jewellery.

I have no such programme. We have no such ideas. He has no such plan. She has no such book. There is no such person. There is no such place. There is no such thing.

It doesn't seem any different. It doesn't look any different. It doesn't sound any different. It doesn't appear any different. He doesn't feel any different. She didn't seem any different. They don't appear any different.

He is good at cricket. She is efficient at house-keeping. I am disappointed with the result. He was convinced of her innocence. They were annoyed at his behaviour.

He is fifty, but he doesn't look it. It is very heavy, but it doesn't feel it. She is very rich, but she doesn't look it. It is the right dimension, but it doesn't feel it. I was very poor, but I didn't feel it. We should be angry, but we don't look it. They should be thrilled, but they don't feel it.

It's true (that)* he is past eighty. It's possible (that) she was waiting for a reply. It's fortunate (that) they are here. It's odd (that) he hasn't sent us a message yet. It's surprising (that) she didn't reach here. It's certain (that) our team will win the match. I am confident (that) I would get the contract. He was proud (that) he can do it. She was sure (that) she'll pass the exam. We were happy (that) they listened us patiently. They were glad (that) you invited them.

It's time I bought a new watch. It's time she wore dark glasses. It's time he learnt it. It's time we started our project. It's time they settled the accounts. It's time I paid the bill.

He has no books to read. She has no good dresses to wear. I had no food to eat. We had no money to spend. They had no work to do. He has some books to read. She has some dresses to wear. I had a little quantity of food to eat. We had few rupees to spend. They had some work to do. You have something to do. She has a few question to answer.

I finished it by myself. He lived there by himself. She used to go to school by herself. We painted the room by ourselves. They travelled by themselves. The cooler started turning by itself.

It's difficult to please her. She is difficult to please. It's hard to convince him. He is hard to convince. It made me sorry to hear about it. I'm sorry to hear about it. It surprised them to see her there. They are surprised to see her there. It was silly of him to behave like that. He was silly to behave like that. It's two months since she came here. She hasn't come here for two months. It's years since we saw them. We haven't seen them for years. It's weeks since they met. They

* 'that' is not an essential part of Spoken English, hence you can omit it.

haven't met for weeks. It's long time since we worked late. We haven't worked late for a long time.

It's a couple of days since it rained. It hasn't rained for a couple of days. It's hours since she phoned. She hasn't phoned for hours. I am anxious to know the result. I was not able to find where it was. He turned back and ran quickly. He was quick to turn back and run. She is willing to work with you. She'll willingly work with you. It began raining on Monday. It has been raining since Monday. It has been raining for three days now. He started going to college at the beginning of this year. He has been going to college since the beginning of this year. He has been going to college for a year now. She began writing at half past three. She has been writing since half past three. She has been writing for three and half hours now. I started painting Monalisa last week. I have been painting Monalisa since last week. I have been painting Monalisa for three weeks now.

Chapter in Nutshell

- Grasp the idea of fundamental frames or structure style.
- Understand the Parts of Speech, viz. Naming Part, Descriptive Part, and Action Part.
- Read the list of 'Naming Frames' and 'Action Frames' ALOUD.
- Pick a Naming frame and conjugate it with different Action frames ; and generate numerous idea-units.
- Remember, substitution, i.e. conjugation of different Naming Frames with different Action frames in various style is the secret of speech generation.

6

Let Down Your Fluency Obstacles

The secret of core competency in speech fluency, as you know, is to say an idea-unit made up either of a single word or a group of words. And the single utterance of that word or word-group is also indispensable to gain fluency. Hence your single utterance of word or word-group needs a constant flow of one word into another. You can achieve this continuous flow by making the end of one word flow into the beginning of the next word, and the end of that word into beginning of the word next to that word, and so on. In this way, you complete the flow of the utterable idea-unit, i.e., group of words.

By flowing a word into another word, you eliminate any gap of pause between the words of word-group. Thus, you succeed to utter that word-group as a single utterance or a single word, and not as several words making a shallow single sound.

Understanding the junction between one word and another word is a very important task. So you can easily flow one word into another and your fluency couldn't be obstructed at any stage. You are, therefore, required to be affluent with the technique that bridges the gap between words.

Let's flow to the Word-junctions

The English alphabet consists of five vowels, i.e., a, e, i, o, u; and twenty-one consonants. These vowels and consonants have their distinctive sounds.* Since we are striving for fluency development, we are concerned only

* For detailed study of sounds (pronunciations), refer to chapter 1.

with the sound of alphabet. And on the basis of sound, we'll determine the word-junctions of letters. Thus, you have the following types of junctions :

1. Consonant-Consonant Junctions

Consonant-Consonant junctions are the junctions where a word ending with a consonant comes first and the next word to it also starts with a consonant. For example—superb game, back door, big table, cat vomitted, etc.

Further, the consonant-consonant junctions can be classified in two groups, viz, (a) Junctions originated by just two consonants like big table, cat vomitted etc. Here, before consonant 'g' is a sound of 'i' and after consonant 't' is a sound of 'a' in word group 'big table', and (b) Junctions originated by more than two consonants like fast bus, accept gifts etc. Here, 'st' and 'b', and 'pt' and 'g' form this category of junctions in word-groups 'fast bus' and 'accept gifts' respectively, and you could always find 't' or 'd' at the point of junction.

In such cases, you should avoid the sound of 'd' or 't'. And you are required to produce partly sound of the first consonant and sound fully the consonant of the next word of that word-group. For example, you should pronounce 'fast bus' as 'fas bus = fasbus', omitting the sound of 't' from word 'fast'.

Now grasp the idea of consonant-consonant junctions illustratively.

(a) Junctions Originated by just Two Consonants—At the time of flowing the sound of 'b', 'd', 'g', 'k', 'p', 't' into the sound of other consonant, you have to be very careful. Have neither gap at the junction nor explosion of sound after the last sound of first word and before the first sound of second word, nor allow any vowel sound like 'a' or 'u' in between them. For example, you say 'top portion' as 'topportion' instead of 'topportion'. Here you avoid the sound of 'p' of 'top' and speak only one 'p' of the word 'portion'.

This is the high time to break all the barriers of fluency at the word junctions. So go through the following special collection of consonant-consonant junctions carefully, and say the word-group aloud again and again.

stop singing, stop going, stop laughing, stop joking,
stop running, stop writing, stop reading, stop chatting,
keep listening, keep singing, keep thinking, keep playing,
keep saying, top hill, top bottom, top portion, cheap
chair, cheap potato, cheap talk, cheap cover, superb
performance, superb game, superb gallery, slip back,
slip forward, step forward, grip very, keep your, steep
wall, deep zone, develop the, mob became, mob chased,
mob like, rub just, rub foolishly, rub carefully, absorb
very, absorb half, grab now, grab your, glib manner, job
should, job for, job during, job racket, disturb things,
not tired, it follows, it happened, what word, quiet please,
hot cake, not zero, eight years, get back, smart girl, great
show, not right, great danger, that vegetable, that may,
what next, fit the, got letters, what changes, that fun.

look surprised, look gloomy, look better, look your,
look cheerful, look here, look there, check properly, red
book, red curtain, red figure, black figure, black curtain,
back door, book shop, stock worth, knock lightly, pick
the, stock things, link this, bad boy, bad pen, hard
cover, concluded that, sad look, bad habits, bad fellow,
good news, started very, splendid chance, good judge,
noted down, included the, scolded me, started yielding,
bad wood, much depends, much chance, approach
people, reach very, touch me, much wealth, much relief,
rich fellow, poor fellow, rich very, beach garden, which
calendar, which book, which junction, which shop, touch
their, attack some, much haste, which letter, big table,
big chair, big chance, big changes, big people, big zoo,
big note, big shop, big yield, big report, big thief, big
dog, big gang, big things, dig carefully, drag something,
dig here, drug might, bag without, bag full, bag fell.

enough for, if the, enough height, brief note, rough
road, chief value, chief doctor, brief period, enough
courage, tough job, thief got, thief said, half your, earth
turns, north gate, cloth faded, both panicked, cloth
belonged, worth visiting, worth much, worth just, worth
thousand, worth nothing, breath was, bath room, both
keys, both hands, both liked, both sat, both these, both
changed, teeth decayed, youth should, with pity, with
delight, with terrific, with children, with wife, with force,
with vision, with ladies, with whatever, with none, with

**your, with my, with players, with writers, with readers,
smooth shell, smooth thing.**

**business today, serious matter, serious thing, boss
joked, anxious moment, furious with, gas stove, gas light,
impress children, famous painter, his job, his share, his
last, his weight, was careless, selfish people, selfish
girl, selfish man, wash just, punish the, harsh language,
harsh behaviour, harsh customs, finish half, fresh
shares, brush remained, brush your, brush my, fresh
water, fresh things, fresh tomato, fresh changes, fresh
cheese, push towards, polish very, finish dozens, wash
some, establish new, green pen, keen competition, men
must, main reason, main news, modern games, remain
these, often happen, sometimes happen, postpone
learning, often visited, own house, join some, eleven
things, can show, can do, certain languages, certain
foreigners, complain to, few chances, firm decision,
medium cold, calm voice, inform none, always helped.**

**better book, colour combination, poor salary, our
share, your letter, utter waste, her neighbours, never
happened, never thought, never found, never gone,
other mistakes, doctor took, over the, clear day, young
people, young girls, long journey, wrong thing, sang
nicely, impartial decision, will give, equal share, final
year, long before, wrong conclusion, during their, looking
lovely, outstanding work, general belief, annual
conference, people say, final reply, total weight, casual
charges, getting ready, long show, according to, a
charming girl, getting ready, evil fellow, several picture,
attention wandered, morning duty, long jour-ney, among
some, among children, awful thirst, small mistakes,
several names, several volumes, all letters, clear day.**

**In the following words-groups, you may notice that
first word is ending with a vowel like 'e'. You should not
require to be confused about the nature of junction. As
we are concerned here with the sound of word only. And
here, the end sound of first word and beginning sound
of next word, both are of the consonants nature. Read
the given words aloud several times.**

more changes, were going, were visitors, severe pain, are just, are reliable, were your, one year, one chance, postpone learning, game was, flame may, come back, handsome people, some guests, some samples, some servants, some teachers, some harm, some remembered, came yesterday, extreme limit, surname should, overcame the, came for, calm voice, firm decision, same cheque, same thief, same book, same teacher, same judge, use the, use some, these boxes, those news, please remember, use your, cause more, please go, please come, please don't, wise person, because tomorrow, nice behaviour, nice girl, precise value, practise your, purpose should, introduce them, whose fault, choice doesn't, breathe better, bathe the, breathe comfortably, breathe more, idle talk, miserable journey.

drove by, live peacefully, believe children, receive visitors, forgive me, receive gifts, receive friends, life changed, life should, knife was, wife laughed, wife smiled, wife thought, safe bet, native town, drove carefully, leave things, have some, move forward, move fast, move just, arrive shortly, have not, improve their, shave daily, arrive shortly, live like, active worker, improve your, observe how, like to, shake violently, strike nicely, large packet, make money, age limit, large zoo, manage your, manage without, message should, acknowledge my, charge those, engage temporarily, encourage boys, college girls, discourage corruption, average distance, average value, courage helped, huge salary, huge bundles, huge jug, made good, beside some, late sales, ripe tomato, wipe neatly, type here, bribe to, bribe them.

(b) **Junctions Originated by more than Two Consonants**—In this group of word junctions, sound of 'd' or 't' generally comes in middle of the word and the sound of other consonants comes on either side of the words.

For example, 'must follow'. Here you have not to allow the 'u' sound or 'ə' (soft 'e') sound between the 'st' and 'f', but drop the sound of 't' and make a single explosion for 'sf'. And utter the word-group as 'musfollow' not as 'mustfollow'. Now go through the following word-groups and utter each word-group aloud several time.

In the list of word-groups, you will notice that some words have been given in paranthesis '()'. Have a look only on such words. They needn't to be pronounced at this juncture. Now move on.

Things to Remember

Always keep it in your mind that

- When 'd' or 'ed' joined with the sound of 'ch', 'f', 'k', 'p', 's' and 'sh'; the 'd' or 'ed' transformed to as 't' and give the sound of 't' (ㄷ) and not as the sound of 'd' (ㄴ).

For example.

Coacht (coached),	Stufft (stuffed),
Walkt (walked),	Stoppt (stopped),
Blesst (blessed),	Pusht (pushed) etc;

While in other cases 'd' and 'ed' retain their original sound of 'd' (ㄴ) itself. For example,

Bribd (bribed),	Rubd (rubbed) etc.
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- When 'd' or 't' is followed by 'ed', then 'ed' is pronounced as 'id'. For example,

Guardid (guarded),	Permittid (permitted),
Succeedid (succeeded),	Wantid (wanted) etc.

accept my, accept gift, accept some, accept none (of), accept defeat, accept responsibility, adopt new, manuscript was, manuscript should, interrupt the, adopt child, perfect picture, perfect justice, perfect fitting, perfect balance, corrupt judge, corrupt person, (this) concept came, act decisively, direct contact, direct method, incorrect report, contract was, distinct changes, protect the, select your, collect lots, reject some, select good (ones), gift was, gift like, gift packet, lift your, lift began, lift near, lift did, lift got, soft mattress, handicraft seminar, aircraft shed, craft teacher, left hand, left things, left just, left cheek, left for, left right, eldest daughter, eldest son, most changes, last person, best coach, best paint, interrupt them, fast bus, first job, biggest zoo, modest lady, best show, almost totally, last game, lowest rent, last visitor, east wing, east wind, cheapest metal, against you, must follow, cost nearly, joint fast.

result was, result terrified, result cheered, result does, result never, result showed, result seemed, insult them, smelt good, salt powder, belt just, smelt like, consult your, consult regularly, smelt very, guilt cannot, melt things, consult here, consult my, fault finding, fault became, constant worry, excellent meal, important things, joint committee, violent behaviour, want your, faint hope, represent village, decent judge, want people, silent till, present government, represent those, innocent nature, innocent look, decent language, paint did, excellent form, faint sounds, instant relief, student showed.

told nothing, hold your, bald head, sold the, told good (jokes), wild justice, bold person, boiled water, soiled letter, detailed report, recoiled sharply, soiled very, fooled me, appealed separately, called for, controlled things, mailed coupons, grilled chicken, howled down, sailed back, pulled towards.

expressed thanks, practised hard, blessed the, replaced something, realised what, excused me, amused themselves, caused confusion, used bad (words), abused people, praised just, caused things, disclosed half, roused you, amused children, amazed very, advised shopkeepers, advertised regularly, used to, praised God, caused several, caused nearly, apologized for, pleased lots, closed door, coughed continuously, stuffed the, sniffed round, scoffed very, bathed the, smoothed the, moved with, loved rats, tired long, smoothed your, breathed with, arrived late, received your, believed people, moved just, observed very, loved hunting, solved the, received gifts, moved daily, revolved continuously, arrived today, believed firmly, behaved badly, loved children, observed very, curved sharply, improved things, saved money, achieved nothing, solved the, loved hunting, achieved something, saved some, brushed your, dashed for.

looked hurt, looked new, looked mellow, looked marred, liked to, worked for, picked short (ones), chalked things (out), escaped to, hoped for, gripped very, typed your, shaped like, stopped hurting, stopped writing, stopped thinking, pushed thick, published daily, pushed

back, punished cheats, distinguished guests, accomplished something, published new, finished late, finished painting, finished just, finished half, finished shaving, finished polishing, clashed together, punished corrupt (persons), distinguished visitor, cashed the, astonished me, polished well, published weekly, calmed down, seemed cheerful, seemed to, seemed better, seemed familiar, seemed peculiar, seemed good, seemed rigid, seemed annoyed, seemed happy, seemed hurt, seemed shaky, named just, informed them, assumed correctly, assumed things, presumed very, performed so, named nobody, performed well, confirmed later, welcomed you, harmed more.

robbed shop, robbed ladies, robbed person, robbed people, bribed them, bribed lots (of), bribed regularly, absorbed water, absorbed half, rubbed some, disturbed you, grabbed my, absorbed nothing, grabbed just, bribed children, rubbed both, discouraged people, discouraged changes, discouraged rich, discouraged players, charged one, encouraged neither, encouraged girls, encouraged shop keepers, encouraged both, encouraged ladies, acknowledged your, acknowledged my, acknowledged just, engaged hundreds, engaged five, engaged good, engaged poors, managed to, managed very, massaged daily, bandaged carefully, judged them, mortgaged things, obliged some.

longed for, longed very, hanged just, hanged children, hanged poor, hanged girls, hanged boys, hanged during, hanged last (month), contained dozens, belonged to, wronged me, wronged some, wronged half (of), wronged nobody, wronged them, entertained people, complained bitterly, sound changed, round things, and now, contained lots, joined just, found guilty, mind their, round table, depend completely, questioned very, behind some, stand for, spend whatever, turned sharply, examined your, lend me, joined recently, explained how, reached just, touched things, reached home, approached rather, reached where, touched near, approached broker, fetched more, watched your, reached some, reached last, snatched those, searched carefully, touched things, marched for, marched towards, coached children, coached

people, marched back, sketched very, reached down, clutched tightly, encountered with, frightened of.

2. Consonant-Vowel Junctions

You have been acquainted with consonant-consonant junctions just now. The next important junction is consonant-vowel junction. The word-groups having first word ending with the sound of consonant and next word beginning with the sound of vowel are accounted in this junction group. For example, 'keep earning', 'what else' and so on.

Here the first word 'keep' ends with the consonant sound of 'p', while the next word 'earning' begins with the sound of 'ea', in word-group 'keep earning'.

This type of junction can pose a bit difficulty in pronouncing that, and you may feel a little fix about how to flow first word into the next word. Generally what the people do at this junction, they stop the flow of speech into next word after uttering the first word. Though they stop unconsciously at the utterance of first word, but that tumbling stop crashes the flow of speech.

To avoid such situation, beware of not to stop or explode between the consonant-vowel junction. You have to treat both the consonant and the vowel as a part and parcel of the same word. So you should say the word groups 'keep earning' and 'what else' as 'kee-*pearning' and 'wha-telse' respectively.

Have a look on the following examples and say

'disturb old'	as	'distur-bold'
'good idea'	as	'goo-didea'
'teach owls'	as	'tea-chowls'
'change it'	as	'chan-git' and so on.

Following are some most commonly used word-groups. Go through them attentively and read them aloud as many times as you can.

dip eight, develop it, cheap artist, hope either, keep every, keep out, keep earning, keep another, type other, stop adding, stop each, stop oil-leakage, shop always,

* Here (–) sign denotes that you have to speak the word-group as a single unit.

sharp ears, that age, that airport, that item, that apple, cut even, get active, what obstacles, what error, what else, wait until, but it, went after, get up, must earn, meet all, next item, not only, right ear, type other, left out, teach others, watch over, watch it, which airport, which items, attach each, teach all, much oil, such able, such opportunities, teach any, teach all, teach old, rich artist, rich actor, much about, much early.

absorb all, bribe every, disturb others, disturb either, disturbed all, disturbed old, rub it, grab over, mob urged, mob aimed, mob obviously, mob opposed, job of, job easily, job afterwards, superb acting, change it, change any, charge over, judge agreed, large organisation, encourage actors, engage artists, acknowledge each, huge objects, large earnings, engage eight, change either, discouraged us, good idea, seemed upset, behind every, friend earned, found oil-lamps, and another, extend all, good offer, directed each, and artists, good aim, confide in, friend opened, road side, good offer, road accident, bad intention.

big opportunity, big aims, big ideas, big ambassador, dig after, dig across, dug out, dug under, drag each, drag any, drag it, beg earnestly, big owl, like our, make all, make others, talk easily, took ideas, spoke across, back ached, spoke openly, speak earnestly, work after, work actively, walk inside, ask any, clerk offered, if our, if ache, if out, if others, if enemies, if evil, if age, enough ideas, enough activities, laugh easily, safe answer, chief officer, chief interest, wife opened, wife always, wife agreed, wife earns, replace our, boss owned, thus obviously, thus age, thus every, thus all, curious answer, since each, nurse earns, false alarm, false ideas, convince others, thus obviously, bus accident, pass it.

above it, above each, above all, brave act, believe our, have objections, have any, have old, have intention, shave after, receive others, save about, live idly, move all, leave early, Ila understood, both our, both old, cloth on, cloth in, youth urged, both acted, mouth always, both answers, teeth ache, bath every, worth another, wise idea, his own, his earnings, his enemies, as on, because

another, praise our, always ordered, please answer, because it, always able, accuse others, use each, those accidents, with all, with others, with any, with each, with appreciation, with actors, with artists, with obvious, with immediate, with our, with aged-lady, with only, with old.

an item, an accident, an old, one after, own earnings, certain effects, certain offices, certain organisations, men eat, on any, eleven others, name always, cousin accepted, welcome every, come on, home urgently, chin ached, room each, came in, came out, same answer, same artist, came over, from up, some ideas, same age, finish other, finish another, finish each, finish any, finish answering, wash all, brush it, selfish aims, foolish ideas, brush only, wash our, furnish opportunities, young actor, king obviously, during each, wrong answer, sing any, bring it, wrong ideas, during early, king obeyed, living only, young age, among our, among others, among all.

actual age, fell outside, total earnings, tell any, little over, control all, compel each, until ideas, all in, fell on, will again, will ask, will understand, will act, far away, fear our, four each, four items, mother understood, doctor urged, better ask, better image, better artist, better operate, door opened, assure everyone, never able, always ill.

3. Vowel-Vowel Junctions

In this category of junctions, first word of word-group ends with the sound of vowel as well as next word of the same word-group also begins with the sound of vowel. For example, 'see us', 'we outside', 'he aimed', 'be only' etc. There are three types of vowel-vowel junctions—

(a) Words ending with the sound of 'i'—The sound of 'i' can be of any one from the five endings of words, i.e., (i) as in 'free', (ii) as in 'she' and 'busy', (iii) as in 'toy' (sound 'oi'), (iv) as in 'try' (sound 'ai'), and (v) as in 'may' (sound 'ei'). You are not required to make any hard and fast distinction among these sounds. The distinction given here is only for your information. You have the liberty to treat all the five forms of sound in the same way while you speak the word-groups of this category.

Only keep it in your mind to feel the presence of very-very gentle sound of 'y' at the junction. For example, say

'he explained'	as	'he _y explained',
'I urged'	as	'I _y urged',
'be outside'	as	'be _y outside',
'the ointment'	as	'the _y ointment' and so on.

Now go through the following word-groups and read them aloud, and don't forget to add a very gentle 'y'-sound at the junctions.

the aim,	the ears,
the other,	the enemy,
three important,	see about,
she eats,	she analysed,
free offer,	she always,
he answered,	he urged,
we aimed,	be able,
see it,	see if,
he opened,	she explained,
she allowed,	be only.
they outlined,	they abused,
they opened,	they urged,
they aimed,	they added,
they easily,	they asked,
may organise,	may offer,
say everything	lay each,
convey confirmation,	delay in,
justify each,	buy everything.
buy ornaments,	buy eggs,
buy oil,	buy aeroplane,
try out,	try it,
why object,	cry aloud,
I only,	shy and,
occupy our,	my uncle,
my age,	my arguments,
my eyes,	my active.

enjoy it,
 empty oil-can,
 employ army,
 boy actually,
 employ ideal,
 boy obviously,
 annoy others,
 destroy old,

very angry,
 very urgent,
 bury it,
 copy everything,
 many old,
 many awful,
 many objectives,
 only argued,

enjoy all,
 employ every,
 boy eagerly,
 boy urged,
 employ old-one,
 boy inherited,
 destroy our,
 lay among.

very often,
 very ideal,
 carry out,
 many other,
 many advantages,
 many aircrafts,
 many offer
 only uncle.

(b) Words ending with the sound of ‘o’ or ‘u’—This category includes the words-groups ending with the sound of ‘o’ or ‘u’ including the sounds ‘aw’, ‘ew’, ‘ow’ or ‘ue’ at the junctions, i.e., end of the first word of word-group. Here, you have to apply a very mild (not strong one) sound of ‘w’ at the junction. For example, say

‘go across’	as	‘go- _w -across’,
‘you upset’	as	‘you- _w -upset,
‘to even’	as	‘to- _w -even’,
‘show eight’	as	‘show- _w -eight’ and so on.

Now say the following word-groups aloud and add a very-very mild sound of ‘w’ at the junctions.

saw a,	saw old,
saw an,	saw urban,
saw aged,	saw officers,
saw each,	saw ugly,
saw our,	saw iron,
saw oil,	saw altogether,
raw eggs,	draw ears,
draw aircrafts,	draw animals,

draw in,
new actor,
new engine,
renew it,
grew up,
threw all,
knew about,
new items,
new ideas,
throw each,
slow effect,
now active,
now actor,
now over,
how amazing,
how awkward,
how about,
grow idle,
no idea,
no oil,
no aim,
so each,
so urgent,
two of,
to any-one
to added,
to offer,
to illustrate,
do an,
go out,
go inside,
you upset,
you overheard,
you ordered,
you ate,
you aimed,
you abandoned,
you urged,

draw each,
new artist,
new officer,
grew anxious,
threw out,
knew urban,
knew only,
new aim,
throw it,
screw it,
now outside,
now earns,
now it,
how artificial,
how often,
how astonishing,
grow up
low opinion.
no objections,
no enemies,
so also,
so ugly,
so only,
to all,
to even,
to ask,
to overcome,
into its,
two ears,
go across,
who organised,
you acted,
you imagined,
you isolated,
you objected,
you answered,
you oiled,
you expressed.

(c) Words ending with the sound of 'a'—This category includes those word-groups in which first word ends with the sound of 'a' (same as 'a' in 'are') as well as letter 'a'. While you speak such word-groups, add a very gentle sound of 'y' at the junction. There are very few such words. For example, Camera, drama, era, extra etc.

Following are some such word-groups. Read them aloud

area-y-is,	area-y-increased,
camera-y-is,	camera-y-expert,
data-y-are,	drama-y-expert,
era-y-is,	era-y-of,
extra-y-income,	extra-y-expenses,
formula-y-is,	idea-y-is
umbrella-y-is.	

4. Vowel-Consonant Junctions

In this category of word-groups, you needn't any extra efforts to speak them out. These are the simplest word-groups to utter. You can easily glide over the junctions of these word-groups. For example,

they came,	who gave,
extra work,	destroy completely,
how did,	no bus,
see now,	we saw,
too much,	so that,
go to,	true story etc.

Chapter in Nutshell

- Understand carefully all the four types of word-junctions, i.e., (a) Consonant-consonant junctions, (b) Consonant-vowel junctions, (c) Vowel-vowel junctions, and (d) Vowel-consonant junctions, and grasp their style of flowing into each other.
- Master the gliding over at the word-junctions.
- Take special care of the text given under heading 'Things to remember'.
- Read the practice material given in the chapter ALOUD several time.

7

Divide and Rule Your Speech

Just try to look at an Anglo-Indian or Englishman how he speaks. You'll notice a very unique feature in his speech. You'll find that English speech doesn't come out as a continuous flow or in a uniform style. The speech comes out from his mouth in fragments. Or you can say that, that comes out as a stretch of language. These stretches of language are called chunks.

In general terms, the chunks, more or less are the same as idea-units. Each chunk or stretch represents a piece of specific information.

Hence, the flow of English speech is not delivered as full length speech. It is spoken in chunks by chunks, and the utterance of each chunk has a special character, i.e., Rhythm. To know about rhythm and Rhythmic Fluency, please refer to chapter 9.

Henceforth, while you have to speak, you are required to follow the same rule that made Britishers rule India for more than two hundred years. That is the 'Divide & Rule'. So divide your speech and rule it effectively.

How to Divide Your Speech

To bestow fluency to your English speech, divide your stream of speech in chunks. And try to understand the following general structures to follow the 'Divide and Rule' policy :

(1) As you know that each structure or word-group contains an idea-unit, and it requires to be uttered in a single stretch or you can say it as a single chunk. Here you should also be careful that each chunk must not be bulky with so many words. Hence, your utterable chunk should not contain more than eight words, otherwise the speech can be broken down in between.

To immunize your speech from faltering, you can divide utterable structures in two or more chunks if there is more than eight words in that structure. This division of structure in chunks not only facilitates easy flow of speech, but puts less burden on your organs of speech. For Example,

I am an actor*¹

I am afraid of cockroaches*

I am going to the market*

She asked me how I wrote it*

He was telling (that)² he would go there*

In the above idea-units, the words are within the utterable limit, i.e., there are not more than eight words. But it is not necessary that every time you could convey your message within this limit of idea-unit. You may be compelled to use more words than this limit, then you are required to divide that word-group into two or more chunks. For Example,

He was saying to her * (that) he wouldn't go with her*

I asked my sister * what were you writing *

It's difficult to recall * (that) where I'd seen that boy*

Who told you * (that) teacher is going to ask this question*

The boy didn't tell me * who his father was*

They didn't try to find out * whose shirt it was*

Followings are the some structures for comparative comprehension. Go through them carefully and try to grasp the idea thereof.

She asked me how I wrote it*

She asked my friend * how I managed to write it*

I didn't tell her what I kept*

I didn't tell to anyone * what I wanted to sing*

It's funny to see him singing*

It's funny to see * (that) he is trying to sing*

I couldn't explain why it had happened*

I couldn't explain to her * why I was so nervous to see her*

1. '*' marks the end of chunk.

2. '(that)' is not an essential part of spoken English.

(2) During the conversation, you can be encountered with 'attention drawing' word or word-group. Generally, this type of word or word-group is uttered at the beginning of idea-unit. In such cases, you should treat such 'attention drawing' word or word-group as a separate chunk. For Example,

Sweetie * gulp down it quickly*

Mr. Ajay * please come in*

My dear children * would you like to have it*

Your attention please * may I request you to keep silence*

Excuse me * is this your purse*

(3) Sometimes your speech may require to be modified by a descriptive word or word-group. In that case, such descriptive word or word-group, i.e., modifying word or word-group can be appear at either place in the structure of idea-unit. That is that that word may appear at the beginning of structure or in the middle of structure or even at the end thereof.

Generally, that descriptive word or word-group is used at the beginning of structure, and is required to be uttered as a separate chunk. For Example,

Evidently * they weren't shouting*

Frankly speaking * I don't like his rude behaviour*

From here * she went half-an-hour before*

For thirty minutes * she waited for you*

On most of the days * he played well*

Personally speaking * it is very difficult to manage*

(4) In the course of conversation, sometimes you may have a naming word-group as subject or topic in the structure. In that case, you are free to utter that naming word or word-group as a separate chunk. For Example,

The girl who danced beautifully * lives here*

The boy with hat * is the best player of team*

The path he chose * wasn't a good one*

Some of my friends * were speaking very loudly there*

The sweets lying in the box * aren't fresh*

(5) Sometimes you may have to link two structures with conjunctions like 'and' or 'but'. In such cases, you are required to treat the word-group upto 'and/or/but' in the structure as one chunk, and the remaining part including 'and/or/but' as a next chunk. For Example,

I like sweets * but she likes namkeens*

I gave him a pen * and she gave him a ballpen*

I can go for the movie * or I can visit to zoo also*

She wished for it * but hasn't asked me for*

(6) Sometimes you may require to join two structural word-groups with any one of the following word or word-group :

after, although, as, as if, as soon as, because, before, if, provided (that), since, so that, than, though, unless, until, when, whenever, whether, while.

Then the combined word-group is generally uttered as a single chunk if it doesn't contain more than eight words, otherwise it can be divided in two or more chunks. For Example,

The train left before I reached there*

Ask him whether he has found the purse*

Ravi reached here * after Ram and his friends visited here*

She wanted to ask him * if he met her anywhere there*

(7) Sometimes the subject or topic of structural word-group might be a clause. In that case, you should utter the clause as a separate chunk. For Example,

How he plays hockey * is very fantastic*

What I told here * wasn't heard at all*

How she became lunatic * is still a mystery*

Whether she agrees with me * is yet to know*

Generally, an utterable chunk of speech-structure shouldn't contain more than 8 words at a stretch. An ideal utterable word-group or chunk is that one which consists of five to eight words. But sometime you may be compelled to utter a structure containing more than eight words. In all such cases don't forget to divide the structure as per guidelines cited above under serials 1 to 7, while you speak.

And also manage to speak out the chunks well within the normal time frame. For your information, an Englishman doesn't take more than three seconds to utter a standard chunk of eight words.

Now you are equipped with a very important device of speech fluency. So use this device, divide your speech in chunks and manage your utterable idea-units efficiently.

Chapter in Nutshell

- **Divide your speech in chunks, wherever it is necessary.**
- **A chunk is a piece of specific information.**
- **A standard chunk shouldn't contain more than eight words.**
- **Grasp the Seven Tips given in the chapter for effective division of utterable structure of word-group.**
- **Try to speak out a standard chunk upto eight words within three seconds.**

8

Realize the Beauty of Pauses

Have you heard or read the popular saying ‘If speech is silver, silence is gold’? Now you can see this saying in working efficiently for you. You have to just try to give lustre of silver to your speech with plating of gold. Yes, you are required to put a little gold in your speech. The gold here is momentary silence, i.e., a break or pause. A pause or break during speech is a unique and common feature of spoken English.

The speech of a natural speaker of English consists of a number of breaks or pauses. During conversation, he stops or keeps silence for a moment at the end of chunks. The momentary break of speech flow or of sound stream is a natural phenomena of spoken English and it should not be treated as any drawback thereof.

The spoken part of English has a set pattern of utterance that is not only competent to make your speech effective but also gives beauty too. In fact a natural speaker utters the chunks rhythmically* or you can say foot-by-foot.* After utterance of every chunk, the speaker stops, then he speaks another chunk and stops, and in this manner his speech goes on. Here you can notice that the pauses don’t have the same length of duration. Some of the pauses may be for a very short duration while others may be for a bit lengthy duration. Besides, sometime the speaker does not only pause but takes breath too.

Thus, on the basis of time taken by pauses. You can classify the pauses in three categories, viz.,

(1) Standard Pause—A standard pause is equal to the time taken to speak out a foot.

* For rhythm technique and for foot, please refer to chapter 9.

(2) **Brief Pause**—A brief pause is that which takes less time to speak out a foot than the standard pause.

(3) **Lengthy Pause**—If speaker pauses for more time than the standard pause, then it is called a lengthy pause.

Beautify Your Speech with Pauses

You must bear in your mind that pauses are the part and parcel of the natural speech. Now the question is where your stream of speech should have the pauses. To get the answer, try to understand the following general guidelines :

(a) Normally, standard pauses and lengthy pauses do not occur at the end of every chunk, and also not at the end of all the chunks. These pauses occur at the end of that chunk that shows any significance or importance.

(b) Brief pauses are very common feature of speech as they normally occur at the end of all chunks.

(c) Lengthy pauses generally occur when the speaker requires to manage his breath. That's why lengthy pauses are also called the Breath pauses.

(d) Theoretically, it sounds well that the end of chunks are right place to pause, but practically you can find the occurrence of pauses in between of the chunks. Or you can say that pauses can occur between the beginning and end of the chunks.

The pauses have another valid reason therefor. And this happens because of hesitation and speaker unconsciously efforts to deal with hesitation with the help of various types of pauses.

Thus, you can further classify these pauses as :

(1) **Junction Pauses**—Junction pauses are those pauses which occur at the junctions between chunks, and sometime for some grammatical adjustments. You can call them as grammatical pauses too; and

(2) **Hesitation Pauses**—Sometime pauses occur in between the chunks and cause breaking down the stream of speech flow. Generally, the reason behind this type of pauses is somewhat hesitation. Such pauses are called hesitation pauses.

The classification inscribed here is only meant for your general comprehension. You are not required to

worry about these pauses whether they are junction pauses or hesitation pauses. You are most capable to manage the pauses and can use them to beautify your speech. And to beautify your speech with pauses, you must always remember that there is an important difference between written English and spoken English. At the time of writing, you have a lot of time to think over the subject-matter for construction of sentences, for selecting the appropriate words or phrases, and for correction and editing of structures. But whenever you have to talk, you can't find enough time to think over about the subject-matter, selection of words, construction, correction and editing of structure. During conversation, planning, framing, correction and editing of structures are to be done in a very limited time and also spontaneously. Therefore, like a natural speaker you are required to do all these functions as and when you have to talk.

You will be amazed to know that your Mind* has a unique and special faculty that prompts the planning, editing etc. as soon as you start talking. Since all these functions are performed by your mind at the same time while you talk. That's why it's very natural that some speech problems may crop in too. The problems which may come in your speech process can be classified as under :

- Problem 1. This type of problem is related with the construction of structure or wordings of the utterance that doesn't occur in the manner as the speaker wants.
- Problem 2. Sometime it happens that the speaker may have a particular idea in his mind to speak, and to speak out it he may know various words and phrases. At this juncture, he may feel difficulty to select appropriate word or phrase.
- Problem 3. Sometimes the organs of speech may not cooperate with the speaker, and unconsciously the organs of speech may utter the same word or phrase

* For detailed study of your Mind and its various faculties and functions, refer to the author's bestsellers "Improve Your Mind Power" and "Create Super Intelligence" published by Upkar Prakashan.

more than once. And also the organs of speech may utter a part of word, and after a pause it utters the word completely. For Example,

I don't – don't like it.

I ha – have never been there.

● **Problem 4.** This type of problem is very common with the speakers. Due to some psychological factors like shyness, self-consciousness, tension, distraction etc., the speaker may feel lump-like formation in his throat. Consequently, he finds it difficult to complete the idea-unit which was to be uttered by him.

Whenever the speaker faces any of such problems, he finds him in a crucial fix and he automatically hesitates. Hence his stream of speech is broken down.

What happens when flow of Speech gets blocked

You may face two outcomes of the hesitation. Firstly, if you don't know how to deal with the hesitation, you barely succeed to continue your speech and the flow of speech halts thereat. Secondly, if you are acquainted with how to deal hesitation, you successfully succeed in managing the speech to continue from the point where you hesitated. Now you are required to accept compulsorily this revelation that

Hesitation is a part of Spoken English

Hesitation is not only a part of spoken English but it's a part of every spoken language. Nobody is absolutely capable to avoid this natural phenomena of speech. Because nobody can succeed to decide structure to be uttered, or to plan a conversation or to frame the wordings of idea-units in advance.

In fact, the decision making and planning are done simultaneously at the time of conversation; you have to modify the wordings, structures or idea-units; you have to correct, and/or select the suitable words and phrases mentally, and obviously for all these functions you can't get enough time during spontaneous speech. The lack of enough time here interrupts the smooth flow of speech, and causes hesitation. So try out to grasp this bare truth that

No One can Absolutely Avoid Hesitation

Do you know why so many persons lack the fluency of speech ? Because they are not aware about this fact that hesitation is a common feature of spoken English. They have the wrong notion that a good speaker must not hesitate at all. So they just try to avoid hesitation and also try to cover it up. Such people avoid editing of utterance aloud on this false ground that the modifications, additions, deletions and corrections shouldn't be made aloud, otherwise listener would get the impression that the speaker knows nothing about English.

That's why a speaker unknowingly debar the decision-making and planning process, and inadvertently blocks the speech. And also he makes himself confused, and resultantly his flow of speech falters.

To boost up your speech fluency, you are not required to try to avoid hesitation, but (a) Try to reduce hesitation as much as possible, and (b) Learn to tackle with hesitation properly.

How to Scrap the Hesitation

It's very easy to scrap, reduce or bring down the hesitational problem. To overcome this problem, you have to follow the following :

(a) Train perfectly your organs of speech by uttering the basic sound groups, words-groups, structures, conversational expressions; and

(b) Avoid speaking strictly on the written English track and ensure your speech definitely on spoken English track.

To achieve both the objects, practise the practice material ALOUD as many times.

How to Deal with Hesitation

In the subsequent lines, you will find out various methods to deal with hesitation effectively. You are free to choose any one of them according to your choice and requirement. In the preceding paragraphs, you have been interacted with pauses, viz., Standard Pause, Brief Pause

and Lengthy Pause. For better understanding of examples, you can symbolize the pauses as :

Standard Pause by *

Brief Pause by †

Lengthy Pause by ≈

In the examples given here, the pauses have been marked with dagger (†), i.e., brief pause. However, there is no any hard and fast rule to stick strictly with that. You have the liberty to treat the brief pause as standard pause or lengthy pause as the situation demands. Let's move to deal the hesitation with pauses.

METHOD 1.

During conversation, if you feel any type of hesitation, pause for a moment. You can make use of this hesitation pause to organise your thoughts. The pause also gives you a good opportunity to get a momentary rest and reduce the pressure on your speech organs.

1. Suppose the hesitation is due to problem no. 1, i.e., problem related to construction of structure or wordings which are not coming out in the way you want. Then immediately after the pause, try to change the construction or the wordings. You are free to change the construction or wordings or both. You should know that it is a normal feature of spoken part of English as well as other spoken languages, to leave an utterance half finished and to begin with another utterance. For Example,

The teacher asked you've (†) have you chalked out the programme ?

You (†) she is not doing well in exams.

I sent off (†) he should have got the book.

She's been hoping (†) do you think she'll get appointment this time ?

2. Suppose the hesitation is due to problem no. 2, i.e., you've a particular idea in your mind to speak and you know various words or phrases, but you are not able to select an appropriate word or phrase. Then you should use the hesitation pause to select the word or phrase and resume your talk using the newly selected word or phrase.

And also don't try hard to make the use of very appropriate word. A natural speaker doesn't bother to spend time in searching for a very accurate or right word. But he uses only vague words or simple words in place of typical words. If you are even not able to recollect any vague word or phrase in context of current idea-unit then do this→leave that idea-unit half-finished, and restructure your utterance in such manner that there may be no need to use such word or phrase.

Do you know the symptoms of natural conversationalist's talk ? There are great use of more common and vague words, phrases, paraphrases, explanations, repetitions, loose constructions, contradictions, and corrections. For Example,

Meeting her now is (†) of no use.

[Suppose here the speaker wanted to speak 'very difficult' but he couldn't decide to speak it out, hence he changed this word-group by 'of no use'.]

I'll do it (†) little-by-little.

[Here the speaker wanted to say 'excellently' but he used the hesitation pause to replace this word by word-group 'little-by-little'.]

She'll come over here after (†) having lunch.

The situation was very (†) awkward.

I met with (†) with that curly-haired boy.

[The speaker wanted to tell the name of the boy but he couldn't recollect the boy's name. So he used the phrase 'curly-haired boy'.]

Her arrival made me (†) made me happy.

[Here speaker wanted to say 'glad', but the word 'glad' escaped from him. So he used another word 'happy'.]

I went to my village and saw beautiful (†) beautiful place having tall trees, green grass, hills etc.

[Here speaker wanted to use word 'landscape', but he didn't know this word, so he described the scene in his own words.]

He is a (†) he is a good-looking boy.

[Here speaker wanted to say 'He is a handsome boy' but the word 'handsome' didn't occur to him. Hence he changed the construction.]

3. Suppose the hesitation is caused due to problem no. 3, i.e., while organs of speech don't cooperate with the speaker and the organs of speech unconsciously utter the same word or phrase more than once, or utter the part of word, and after a pause utter the word completely.

Then you are required to pause for a moment, and immediately after the pause, you can speak either repeating the half-finished word with or without repeating the same word. You must borne in your mind that repetition of this kind is a common feature of spoken part of a language. For Example,

Wait (†) wait for a moment.

Tell me what's (†) what's the price of that doll.

It's marvellous (†) wonderful.

I've fed up (†) up (†) of his naughtiness.

Would you please bring me that (†) that book ?

And you should also know that repetition or breaking down and uttering the part of a word is very common in spoken language too. Therefore, don't be embarrassed or confused about this type of occurrence. For Example,

He is a good pai (†) painter.

It's my submission, you can treat (†) treat it otherwise.

The falling tree was a memo (†) memorable scene.

She gulped down all the Ras (†) Rasgullas.

What's the new (†) news ?

4. Suppose the hesitation is caused by problem no. 4, i.e., a lump-like formation in the throat due shyness, distraction, tension, self-consciousness etc. And feeling of trouble to complete the idea-unit that was to be spoken.

In case of such type of artificial lump formation in the throat, a breath can be of great help in the situation. And after a breath, you may continue your speech as if nothing was happened. After the pause, it depends upon you to repeat or not to repeat the connected word or phrase that you had spoken before the pause. For Example,

Nothing was happened with (†) them.

He (†) opened the door with a bang.

She returned back (†) immediately.
 The thief was (†) handed over to the police.
 He snatched her all of her (†) her jewellery.
 You may find him always wrapped (†) wrapped in
 his own dreams.

Things to Remember

You should have—

- Pause whenever you feel any hesitation during utterance of your idea-unit. Pause at every point of hesitation.
- Pause at every junction of chunks, use Standard (*) or Lengthy (≠) pause at every momentous junction.
- Pause while you feel any short of breath. Pause and take breath before continuation of utterance.
- Use the hesitaion sounds or hesitation fillers with the pauses as per the demand of context.
- Borne it in your mind that pauses are the natural features of every spoken language, so of English.

METHOD 2.

This method tackles the hesitation in a different style. Whenever you feel hesitation, you are required to pause for a moment and make a hesitation sound like 'eh', i.e., the sound between 'h' and 'd' as in 'herd'; or 'ehm', i.e., the sound after 'g' in 'germ'; or 'mm'. The sounds of 'eh' or 'ehm' should come through the mouth not through the nose. And pause again for a moment after the hesitation sound.

Now we'll deal with the problems one-by-one.

1. The problem no. 1 is to be tackled here in the same manner as described earlier in method 1. The only difference here is that we had a pause in earlier method, but here you are required to make hesitation sound alongwith pause, and one more pause thereafter. For Example,

What they can find (†) eh (†) they seem to have lost everything.

How can I suppose (†) eh (†) I never thought of this type of happening.

What do you think (†) eh (†) can it be a reality ?
 Somehow I'll try to (†) eh (†) arrange a vehicle for you.
 They (†) eh (†) I don't like them.
 Me (†) eh (†) she doesn't love me.
 She (†) ehm (†) she wasted all of my money.
 That book would have been a bestseller (†) ehm (†) that book didn't appeal me any way.
 She shouldn't be able to (†) ehm (†) how can she manage without the text books.
 What's wrong with you (†) ehm (†) you always come late.
 There weren't any (†) mm (†) there were no any letter for you.
 She wanted me to (†) mm (†) I don't like her overpowering me.

2. The problem of this group is to be settled down in the same manner as described on page no. 106 heading no. 2. The difference here is this : Earlier you were supposed to make only pause there, but here you have to follow the sequence (†), i.e., brief pause → 'eh' or 'ehm' or 'mm', i.e., hesitation sound → (†) i.e., brief pause. For Example,

That's a (†) eh (†) a fantastic movie.
 Could you find (†) eh (†) any sign of life in that.
 The caves were (†) eh (†) really marvellous.
 He spoke a little (†) eh (†) and faltered.
 You don't know (†) ehm (†) how could I control my anger.
 She told me (that) she was annoyed (†) ehm (†) she wasn't seen so.
 How did you enter herein (†) ehm (†) nobody was allowed to come in.
 Priyesh would act like this (†) ehm (†) I never thought like that.
 The flower-show was all the (†) mm (†) talk of the day.
 How she could manage to woo him (†) mm (†) its amazing.

The novel was (†) eh (†) full of surprise.

[Here speaker wanted to say 'The novel was wonderful', but the word 'wonderful' didn't occur to him. So he used the phrase 'full of surprise'.]

The movie was (†) ehm (†) full of love scene.

[Here speaker wanted to say : 'The movie was full of romance.' But the word 'romance' didn't occur to him so he used the phrase 'full of love scene'.]

The writing of letter is nearly (†) eh (†) nearly completed.

[The speaker wanted to speak the word 'over', but this word didn't occur to him. So he used the other word 'completed'.]

She beat the boy as he was (†) ehm (†) he was not sitting quietly.

[The speaker wanted to say the word 'mischievous', but it didn't occur to him. So he used the phrase 'sitting quietly'.]

She was wearing a (†) ehm (†) I liked her dress very much.

[The speaker wished to say the words 'marvellous dress', but these words didn't occur to him. So he changed the construction.]

3. The problem of this group can be handled in the same way as explained on page no. 108 under point 3, with an additional feature of hesitation sound. Now, the sequence of your utterance will be (†)-Pause → 'eh', or 'ehm' or 'mm' - hesitation sound → (†)-Pause. For Example,

I am (†) eh (†) I am least bothered about it.

How can she assure us (†) ehm (†) assure us about her timely return.

This year, the (†) ehm (†) the crops can't be better than last year.

You should run fast (†) eh (†) run fast otherwise you may miss the bus.

She wanted to look into (†) ehm (†) look into my personal diary.

Sometime, I remember my pleasant coll (†) eh (†) college time.

Wh (†) ehm (†) when did you come back ?
 Her hou (†) eh (†) house is very near from here.
 You aren't rea (†) ehm (†) realizing my problem.
 She wasn't cra (†) eh (†) crazy to accept his present.
 I was very excited to lis (†) ehm (†) listen that
 wonderful news.
 Dry out all the (†) ehm (†) the dishes.
 Don't run blindly oth (†) ehm (†) otherwise you may
 slip down.

4. You can handle the problem of this group in the same style as described on page no. 108 under point 4, with an additional feature of hesitation sound. To solve the hesitation problem, follow this sequence—pause → hesitation sound → pause. For Example,

The rates are (†) eh (†) a bit high.
 I generally (†) ehm (†) like to visit to city library.
 I don't want (†) eh (†) to spoil your name.
 She visited the (†) ehm (†) the school at 8:00 A.M.
 Has she finished (†) eh (†) her breakfast ?
 Manish went to jungle (†) ehm (†) for hunting.
 What a wonderful (†) eh (†) picture !
 He gave me a really (†) ehm (†) really great surprise.

METHOD 3.

This method is really a very effective one to face the hesitation problem successfully. In comparison to other methods, in this method you have the opportunity to have more time to organise your thoughts and idea-units and you can relieve your organs of speech from undue pressure on them.

Whenever you have the feeling of hesitation, you are required to pause for a moment, then utter a single-word filler like 'yes', 'no' or 'well', or word-groups filler like 'oh yes', 'oh no', 'you see', 'you know', or 'I mean' etc. according to context of the speech. To solve the hesitation problem by this method, you have to follow the same rules as given earlier under method no. 1, with a hesitation filler. And the sequence to be followed by you is (†)-pause → Hesitation filler → (†)-pause.

1. Solving the hesitation caused by problem no. 1.

For Example,

Rani was asking me to (†) yes (†) what is the secondary school syllabus ?

Do you think (†) no (†) you can't realize her family problems.

Can't any one of them (†) well (†) nobody wants to help her.

Do you know (†) yes (†) he's decided to leave the Academy.

It can't be (†) no (†) you aren't kind to her at all.

If you say (†) well (†) I am not able to do it.

What's this (†) I mean (†) you can't sit properly.

They've a lot of work (†) I mean (†) they can't finish their work till noon.

What would I like to see (†) you know (†) that movie is fantastic.

I've nothing to say (†) you know (†) they always try to make vague arguments.

What she writes (†) you see (†) she never try to improve her writing.

It's very horrible (†) you see (†) I don't like such type of behaviour.

Can I recall it (†) oh no (†) it's not possible at all.

You can say it (†) oh yes (†) you can manage the things.

2. Solving the hesitation caused by problem no. 2.

For Example,

She didn't try (†) yes (†) to compete in her right spirit.

Check your belongings (†) yes (†) must be in order.

His condition (†) no (†) his condition is still not better.

He was not a (†) no (†) not a handsome boy.

Archana is (†) well (†) really a nice girl.

Have a look at (†) I mean (†) your books are lying on the floor.

She requested him (†) you see (†) to come early.

The window-pans of room (†) you know (†) were totally smashed.

She was sweating (†) oh yes (†) like anything.
 At this price (†) oh no (†) I can't afford.
 Ravi is (†) you know (†) he is not an intelligent boy.
 She doesn't have (†) you see (†) the book you asked for.
 I'll drop you (†) oh yes (†) at Dr. Singh's Clinic.
 They mustn't (†) oh no (†) they mustn't lift such a heavy load.
 Here, you will feel (†) well (†) just like you're in your home.
 [Here speaker wanted to say 'at home', but this word didn't occur to him. So he used the phrase 'just like you're in your home'.]
 In the movie, the hero was (†) you know (†) like an animal having a lot of long black hair on his body.
 [Here speaker wanted to say hero as 'bear', but the word 'bear' didn't occur to him. So he was compelled to replace construction and used phrase 'an animal having a lot of long black hair on his body'.]
 She can deliver speech (†) oh yes (†) at once without any preparation.
 [The speaker wanted to say the word 'spontaneously', but it didn't occur to him. So he used the phrase 'at once without any preparation'.]

3. Solving the hesitation caused by problem no. 3.
For Example,

That lady has a lot-lot of (†) yes (†) a lot of jewellery.
 She was no-not a (†) no (†) not a rowdy girl.
 O.K., I'll defi-definitely (†) well (†) I'll come definitely.
 He-he (†) I mean (†) he believes on everyone.
 That book-book (†) you know (†) that book is written by him.
 He just played a trick to-to (†) oh yes (†) to cheat me.
 He was ca-ca (†) oh well (†) calling her again and again.
 The castle wa-was (†) you see (†) was at the left corner of that big building.
 She was a bit confused for-for (†) oh yes (†) for a few moments.

4. Solving the hesitation caused by problem no. 4. For Example,

She isn't (†) yes (†) doing well now-a-days.
 They're (†) not (†) not able to sing again.
 I've (†) well (†) nothing to spend at the moment.
 She did that (†) you see (†) just to tease him.
 I decided at last (†) you know (†) at last to drop that beautiful idea.
 That intelligent boy (†) I mean (†) Raju met with me yesterday.
 They were (†) yes (†) they weren't fair in their dealings.
 He isn't-isn't (†) no (†) that type of boy.
 We'll come (†) well (†) come to your house definitely.
 Please don't do (†) you see (†) you shouldn't do it.
 I rang you up so (†) you know (†) so many times.
 She is poor (†) I mean (†) is poor in English.

JUNCTION PAUSES

Just now you've realised the beauty of hesitation pauses. It's really a wonderful idea to make good use of the pauses to electrify your speech. Besides, hesitation pauses you may be encountered with another kind of pauses. These are junction pauses. To understand the difference between hesitation pause and junction pause, go through the following lines.

Junction pause is a pause at a junction in your utterance, i.e., at the end of one idea-unit or at the beginning of the next idea-unit. For Example,

"The boy didn't tell them (†) who his father was ?"

On the contrary, the pause anywhere in your utterance, i.e., either in the middle of your utterance or at the end of idea-unit, and also to deal with the hesitation, is called the hesitation pause. For Example,

"What they think (†) you know (†) I least bother of it."

The junction pauses are needed mainly due to two reasons :

(a) You have the liberty to make junction pauses if even there is no any hesitation. You pause at junction to make your utterance more clear. Remember, you deliver

your utterances better while you speak in chunks, and pause at each junction of the chunks. Though your pauses may be brief pauses.

(b) Junction pauses are necessary to make your utterance effective and to immunize your speech from faltering.

Whether it's a junction pause or a hesitation pause, both the pauses help to convey your ideas better to the listeners. Because long and continuous utterances may pose some difficulty to understand the message of your utterance. Besides, it provides time to organise your speech and relieves your organs of speech from strain thereupon. The pauses also help you to keep up your continuity of speech efficiently.

You are also free to take breath while you feel like running out of breath even at the junction pauses as you take breath at hesitation pauses. You can use hesitation sounds as well as hesitation fillers too at the junction pauses.

Chapter in Nutshell

- Pauses are the part and parcel of spoken part of English.
- Pauses are the best way to tackle your hesitation during the conversation, and provide required opportunities to think over subject-matter, selection of words or word-groups, construction, correction and editing of structure.
- Pauses, particularly junction pauses, facilitate to relieve your speech-organs from undue pressure thereon, and immune your speech from faltering.
- Hesitation is an essential phenomena of spoken English, and no one can absolutely avoid it.

9

Speak in Rhythmic Fluency

Do you listen to music ? But why ? Because it's pleasant to hear, and heart-throbbing too. Can you tell me why music is so pleasant and heart-throbbing ?

Yes, you are right. You enjoy the music because it flows with a unique rhythm; because it has some predetermined order; because it has some definite notes; because it has some certain feet; because it has some distinct ups and downs and at the outbrag it has a jubilant flow like a jogging rivulet.

And you know, while you utter your idea-unit, i.e., construction of words or word-groups in a rhythmic style, it definitely gives pleasure to its listener and you succeed to earn goodwill thereof. Also you lay the foundation to have a better image as a good speaker of English. The rhythmic utterance can bring about a down to earth change in your speech fluency.

To give amazing rhythm to your fluency, go through very carefully and try to grasp the Rhythtech. The Rhythtech—Rhythm Technique—works on some fundamentals and principles, and requires some spare parts.

Let's arrange the spare parts of Rhythtech.

The Syllable

Pick your dictionary and consult it to know what is a syllable. According to Chambers 20th Century Dictionary, "A word or the part of word uttered by single effort of the voice" is a syllable. Now you just try to pronounce the word 'utility',

uti/li/ty.

Do you know, how many efforts have you made to utter this single word 'utility' ? You made three efforts to say the word 'utility' :

(a) uti, (b) li, and (c) ty.

Thus, we can say that a syllable is a unit of sound that contains a vowel. Here the word 'utility' has three units of sound, i.e., 'uti', 'li', and 'ty' each containing a vowel. (Please note that we are concerned here only with the sound of utterance, not with the written character of letter (alphabet) like 'Y'—utility. Here 'Y' is giving the sound of 'i'.)

Now check the following structure of letters :

The

Brother

Important

Approximate

Monosyllabic

The above words contain the units of sound as under :

The	= The → One unit of sound,
Brother	= Bro + ther → Two units of sound,
Important	= Im + por + tant → Three units of sound,
Approximate	= Ap + pro + xi + mate → Four units of sound, and
Monosyllabic	= Mo + no + syl + la + bic → Five units of sound.

The above interpretation reveals that a word may have only one unit of sound as well as more than one units of sound. Hence, the structures of letters or words can be classified in two major groups, viz.

(a) The words having only single unit of sound or you can say, the words having single syllable, are called Monosyllabic words, e.g., car, dog, more, sing etc.; and

(b) The words having more than one unit of sound or syllable are called Polysyllabic words. For example, mother, bigger, greatest, fantastic, etc.

How Spoken English Flows

If you will listen to a natural speaker of English, you will notice a very unique feature of his speech. He doesn't speak out in a flat way. He speaks the language in somewhat a musical way. And you can notice the following two features :

(a) He doesn't utter all the units of sound, i.e., syllables in a word or word-group with the same effort or force. He puts great effort or force on some of the syllables, while he speaks some of the syllables without much effort or force. Resultantly, the syllables those are spoken out with extra effort or force come out more loudly from the mouth in comparison to other syllables of the same word or word-group.

(b) He spends different length of the time in uttering the syllable—i.e., the length of time used in speaking out a syllable—in one word is generally not the same as the length of time spent in speaking out syllable in another word in the same word-group. Thus the syllables of some words in a word-group are uttered much quickly than the syllables of other words in the same word-group. But the utterances of syllables go nearly at equal interval of time-period. This feature of regular succession of stressed syllables and unstressed syllables creates an extra-ordinary rhythm in speech.

And this is the main feature that provides a streamy flow to English speech. It flows almost like a wave, i.e., the speech comes out from the mouth in a wavering sequence like Your speech follows the same pattern which is seen in the flowing rivers. You'll notice here that sometime water goes up and sometime it comes down in continuous succession. So your flow of speech requires the same pattern to utter the syllables, i.e., going up (↑) of some syllables and coming down (↓) of others. Again the flow will go up (↑) and come down (↓). While you speak a syllable in upward flow, it is heard a little loudly and when you speak the other syllable in downward flow, it is heard somewhat in shallow voice. This upward (↑) and downward (↓) sequence gives the unique rhythm to your speech and your speech is felt like a musical utterance. This is the central idea of flow of English speech.

Contrary to this, the Hindi language or other Indian languages don't have the tendency of flowing in this way. These languages are uttered in a flat-flow having no wavering tendency. Because (i) all the syllables of a word or word-group are generally spoken out with the

same effort or force, and (ii) all the syllables of a word or word-group are spoken out in the same length of time-period.

That's why a number of people do not succeed to be fluent in English speech, as they try to speak English in the same style as Hindi or their mother tongue flow, i.e., in the flat way. They don't make efforts to let their English speech flow in ups-and-downs style like a wave.

It's the wave or rhythm that makes English speech to flow without unwanted breaks. It's the rhythm that provides you cushion from faltering while you speak and also keeps it balanced. Henceforth, you should never try to speak English in rapid manner, but you are required to speak it in 'wave-like' way. And this is the great secret to achieve your passionate fluency in English speech.

Let's try to understand the points where we've to make

Up and Down Movements

(1) The flow of speech goes up (↑) in two cases. Firstly, it goes up when you speak out a strong syllable in a polysyllabic word by stressing that one. Secondly, your speech flow also goes up (↑) when you speak a monosyllabic word by putting stress on that solo syllable.

(2) The flow of speech comes down (↓), (a) while you speak out a weak syllable in a polysyllabic word by not stressing that one, and (b) your speech-flow also comes down (↓) while you speak out a monosyllabic word by not putting stress on that solo syllable.

What is the Syllabal Stress ?

The syllable which needs extra effort or force to be uttered is called stressed syllable. To know about the stressed syllables and unstressed syllables or strong syllables and weak syllables, you need to go back to chapter 3 and go through the lists of Monosyllabic and Polysyllabic words carefully, and check which syllable is stressed one or which is not.

The letters of words having dash (—) on their head are the stressed syllables, while the remaining letters of that word are unstressed syllables. Remember that

(i) the stressed syllable in a word is to be said with extra effort or more force in comparison to unstressed syllables. Thus, say stressed syllable bit loudly than the unstressed syllable.

(ii) the stressed syllable is pronounced to be more clearly in comparison to the unstressed syllables, and

(iii) the stressed syllable is uttered more slowly in comparison to the unstressed syllables.

The stressed and unstressed syllables are also called strong and weak syllables respectively.

As you know from the chapter 3, a word can be either a monosyllabic or polysyllabic word. This is the polysyllabic word which matters most at the time of utterance. Because in every polysyllabic word, you'll find one particular syllable that is more important than all the other syllables. Hence whenever you have to utter a polysyllabic word, you should put a bit stress on that important syllable marked with a dash. One thing must also be clearly understood that in every polysyllabic word, the position of strong syllable is predetermined or fixed in English language, and no one have the liberty to change that predetermined position. So try to grasp the list of polysyllabic words appeared on page no. 29 to utter them as natural speaker of English.

A word about Monosyllabic words

Normally, monosyllabic words come in the category of weak ones and are not stressed. But you can put stress on any monosyllabic word, if you wish to draw the attention towards the meaning conveyed by that particular monosyllabic word.

Further you have the liberty to put stress on a monosyllabic word, if that word is appeared as first word in a question word-group. For example,

How did they come ?

Otherwise there is no need to stress the monosyllabic word. The monosyllabic word can also be stressed to maintain the rhythm of speech.

Rhythm requires Foot too

Yes, this is the foot that helps the rhythm to keep going on. You may feel it strange about the relationship between Rhythm and Foot. But both have marvellous relationship between them. You may be eager to know that what type of feet are required by the rhythm. You can satisfy your curiosity with the help of this representation. "A unit made up of a stressed syllable and the unstressed syllables and that follows upto the next stressed syllable is known as a foot." And the length of time-period in which a foot of word-group is uttered must be approximately the same as the length of time-period in which you intend to utter the next foot within the same word-group. You needn't to worry about unstressed syllables in a foot.

This is the basic principle of Rhythm in English speech. And this principle ensures that stressed syllables are uttered and heard at a regular frequency and intervals of time-period. Now look at the following example :

Mohan is / driving the / car on the / rough / highway.

In the above word-group, the syllables those are stressed one are Mo, dri, car, rou and high. Remember : the length of time in which you've to utter the first stressed syllable plus the unstressed syllable (i.e., Mohan is) should follow the next stressed syllable and unstressed syllable (i.e., driving the) approximately within the same length of time and so on. Take one more example :

Ram and her / sister have / gone.

Foot 1

Foot 2

Foot 3

In the above word group, there are three feet, i.e., 'Ram and her', 'sister have' and 'gone'. The first foot have a stressed syllable and two unstressed syllables, the second foot have one stressed and two unstressed syllables, while the third foot have only one stressed syllable.

Here you are required to say each foot, viz., first foot (3 syllables), second foot (3 syllables) and third foot (one syllable) in approximately same amount of time-period. Uttering an idea-unit foot-by-foot requires a little exercise. Hence to fetch the proficiency in it, Do it. While you speak a stressed syllable of foot, tap somewhere, even your book or notebook with your index finger, and keep on tapping at the rate of one tap for every stressed syllable at regular interval of time. You should utter a stressed syllable at each tap.

Now practise the following word-groups by beating the rhythm with your index finger. The oblique (/) marked in between the word-groups indicates the end of a foot. Read out each foot aloud with tap.

Ram is / going /there.

Who is / curious to / see it ?

Hari can / do it / easily.

It's the / best way to / solve it.

Let us / go to the / market.

She has / wasted a / lot of / time.

No one is / allowed to / swim here.

Leave me / alone.

Tell me / who's not / listening to you.

These / sweets are / very / tasty.

Bestow Pace to your Speech

But how much ? In fact there is no austere rule that can dictate the speed of your speech. It depends absolutely upon you, but you should always endeavour to speak as fast as you can. So that you couldn't seem to be hesitating between two words or word-groups, and your speech may not sound artificial.

Remember that the pace of your speech must not be too fast so that your listener don't succeed to receive the message from your utterance, nor too slow so that your flow of speech looks like a broken one. You should try to keep the speed of your speech at equilibrium by uttering each foot in approximately 3/4th of second, or you can say about 6 taps per second.

Things to Remember

- No foot starts with an unstressed syllable, hence a starting foot should always have the stress on syllable, inspite of having only one syllable in the foot.
In case of a foot having more than one syllable the foot will end as an unstressed syllable.
- English speech has greater loudness at the beginning of foot, and gradually falls down towards the end of foot rhythmically.
- Don't pause at the end of foot. Speak out each word-group foot-by-foot from beginning till the end without any pause in between them.
- Don't let there be more than three words per foot normally. A three-word foot takes approximately a full second to utter it at normal speed.
- An idea-unit is nothing but a chain of feet.

Some people just try to speak at unwanted fast speed. If you think that when you speak faster, you may called more fluent in English speech, then you are fostering a wrong impression. Fluency doesn't mean that you should have the extra-ordinary speed of speech. But you should be fluent in speech with an uninterrupted flow. An uninterrupted flow of speech is that one which is interrupted only by as few unmanaged hesitations as possible.

It is the rhythm that rules speech-fluency effectively. It gives equilibrium to speech and prevents it from faltering. To sharpen the rhythm art, beat the rhythm and utter each word-group foot-by-foot aloud.

Practice Material

It's in my / purse.
She's in the / room.
He / sings a / song.
They're / nearly / fifteen.
I'm / over / forty.
There's a / big / hole in his / pant.
They / want to / take a / month's / leave.
It's on the / table.

She's / jealous of her / beauty.
We / rather / liked it.
It / can't be / done.
I / didn't have my / lunch.
He's / painting a / picture.
I'm / happy to / see you.
They / want to / live in / comforts.
We / must be / going now.
It / seems / nice.
Don't / make too much / noise.
It's / under the / cot.
I'll / come / again.
Give all the / books to him.
They're / calling.
It / smells / nice.
She / shook her / head at / me.
I / sometimes / go for a / walk on / holidays.
He has / tried to / beat him.
We / stayed at a / hotel.
They were / running on the / grass.
I'm a / afraid of / cockroaches.
She was / dancing.
That was a / fabulous / gift.
I / know him by / his name.
The / chair's / broken.
This / trousers doesn't / fit me.
She's on the / roof of her / house.
He / fell / sick.
It be / came too / boring.
She's / washing the / clothes.
He's much / younger / then.
They / shook their / hands.
Find a / seat for me.
We / formed a / committee.
Someone is / singing.
She has / come.
There / isn't any / fruit in the / fridge.
We / had a very / exciting / game.
He re / fused to / pay.

It's / made of / copper.
The / wind shook the / curtains.
It has be / come much / hotter.
Can you / do it for / me ?
Are you / here for / swimming ?
Did you / have any / work with / them ?
What / causes / fire ?
What was the / show like ?
What sort of / book is it ?
Where did you / go to ?
Could you / tell me / how to / get to the / museum ?
How / old are you ?
Is there any / school / here ?
How do you / spend your / holidays ?
Can you be / quiet for a / moment ?
Are you / going / anywhere to / morrow ?
Is she / still / studying / here ?
Are they / tired ?
Wasn't I / right ?
Do you / know a / good / doctor a / round / here ?
Is / Vrindavan / near to / Mathura ?
When did you / run out of / kerosine ?
Does it / matter / what we / say ?
What's the / number for / Railway / enquiry ?
When does your / college / start ?
Was / anyone in the / room ?
Where does she / get provisions from ?
Are you in / favour of / this ?
How are the / kids ?
Would you / lend some / money to / us ?
Haven't you / seen them / yet ?
Where did he / go ?
Could I / take / Monday / off / next / week ?
What should be the / size of / your / shirt ?
When did you / last / see them ?
Where was she / born ?
When did you / first / come / over here ?

What'd you / like to / have ?
 Do you / mind if I / open the / door.
 How / good is he at / swimming ?
 How long did the / match use to / last ?
 Would you / like to / take a / cup of tea ?
 What / time do you / go to play ?
 Does he / grumble when I / speak ?
 How / long is / that way ?
 Will / forty be su/fficient ?
 Will you / tell me a/bout the / news ?
 When does the / Madras flight a/rrive ?
 Could you / get me a / book from the / shop ?
 Have you / packed the / luggage ?
 How / large is / Germany ?
 Could you / tell me / something a/bout the film ?

Chapter in Nutshell

- Rhythm of Fluency depends upon the Rhythtech, i.e., a predetermined order, and distinct up and down movements in your speech.
- Rhythtech works primarily with the help of some spare parts like syllables—the word or the part of word uttered by a single effort.
- Rhythtech needs the proper arrangement of stressed and unstressed syllables as well as the amount of time-period invested in utterance thereof.
- The Rhythm-flow of speech is virtually a well constructed chain of feet.

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Control Your Speech Delivery

Now you've an idea why most of the people have lack of fluency in English speech ? Further, in some of the cases, you will find that the speaker fails even to start the conversation and his organs of speech refuse to cooperate with him. Consequently he tends to loose the control over his speech.

The reason behind this dilemma is absence of proper application of initial parts of speech-unit. The initial parts of speech-unit are very common words like 'I', 'you', 'have' etc. These simple words are combined in numerous ways to form the initial parts of speech-unit.

Though these combinations can be written very easily and seem very simple in use, but you will be surprised to know that even a perfect speaker may feel uneasy to utter them freely. Because, the tongue and other organs of speech have not been in the proper habit to speak out the initial parts of speech smoothly. And this is one of the reasons that create difficulty in starting the speech-units.

A speech or conversation, as you know, is a chain made up of several speech-units. A chain looks beautiful when it has its aesthetic continuity. A chain can lose its glamour, if it is broken. Similarly, it can also happen with speech flow if organs of speech refuse to cooperate to utter right combination at the beginning of speech-unit; and the flow of speech can be broken down.

This problem is not very difficult to solve for you. You are most competent to control your speech delivery. And the right way to solve this problem is to impart proper training to your organs of speech to utter the initial word combinations.

Know the Speech Initiators

The speech initiators are nothing but the group of words to be uttered at the beginning of an idea-unit. This group of words generally initiates the speech or you can say that it boosts the speech tendency, therefore, these combinations are called speech initiators.

The initiators are the important tools to control the delivery of your speech. The initiators form an essential part to develop effective fluency nucleus.

Now utter the initial word combinations reproduced herebelow ALOUD as many times as possible.

Group 1.

I don't. I didn't. I don't have an, I didn't have an, I don't have to, I didn't have to.

Group 2.

We don't, We didn't, We don't have an, We didn't have an, We don't have to, We didn't have to.

Group 3.

They don't', They didn't, They don't have an, They didn't have an, They don't have to, They didn't have to.

Group 4.

You don't, You didn't, You don't have an, You didn't have an, You don't have to, You didn't have to.

Group 5.

I have, I haven't, I had, I hadn't, I have a, I haven't a, I had a, I hadn't a, I have got a, I haven't got a, I have to, I had to, I have got to, I haven't got to, I have been, I haven't been, I had been, I hadn't been, I have been the, I haven't been the, I had been the, I hadn't been the, I have been able to, I haven't been able to, I had been able to, I hadn't been able to.

Group 6.

He is, He isn't, He is an, He isn't an, He was, He wasn't, He was a, He wasn't a, He was the, He wasn't the, He is to, He isn't to, He was to, He wasn't to, He is able to, He isn't able to, He was able to, He wasn't able to, He is going to, He isn't going to, He was going to, He

wasn't going to, He is going to be a, He isn't going to be a, He is going to be the, He isn't going to be the.*

Group 7.

He has, He hasn't, He had, He hadn't, He has a, He hasn't a, He had a, He hadn't a, He has got a, He hasn't got a, He has to, He hasn't to, He has got to, He hasn't got to, He had to, He hadn't to, He has been, He hasn't been, He had been, He hadn't been, He has been the, He hasn't been the, He had been the, He hadn't been the, He has been able to, He hasn't been able to, He had been able to, He hadn't been able to.*

Group 8.

He doesn't, He didn't, He doesn't have, He didn't have, He doesn't have to, He didn't have to.

Group 9.

She doesn't, She didn't, She doesn't have, She didn't have, She doesn't have to, She didn't have to.

Group 10.

It doesn't, It didn't, It doesn't have, It didn't have, It doesn't have to, It didn't have to.

Group 11.

I am, I am not, I am a, I am not a, I am an, I am not an, I was, I wasn't, I was a, I wasn't a, I was an, I wasn't an, I was the, I wasn't the, I am to, I am not to, I wasn't to, I am able to, I am not able to, I was able to, I wasn't able to, I am going to, I am not going to, I was going to, I wasn't going to, I am going to be a, I am not going to be a, I am going to be an, I am not going to be an.

Group 12.

We are, We aren't, We are the, We aren't the, We were, We weren't, We were the, We weren't the, We are to, We aren't to, We were to, We weren't to, We are able to, We aren't able to, We were able to, We weren't able to, We are going to, We aren't going to, We are going to be, We aren't going to be. We were going to, We weren't

* Now replace 'He' by 'SHE' and 'IT', and read out the speech initiators. For example (1) She is, She isn't. (2) it is, It isn't. (3) She has, She hasn't and (4) It has, It hasn't, and so on.

going to, We are going to be the, We aren't going to be the.*

Group 13

I (He/She/It/We/You/They) can, I can't, I could, I couldn't, I can have, I can't have, I could have, I couldn't have, I can be, I can't be, I can be the, I can't be the, I can't have been, I could have been, I couldn't have been, I can't have been the, I couldn't have been the.

Group 14.

I (He/She/It/We/ You/They) may, I may not, I might, I might not, I may have, I may not have, I may be, I may not be, I may have been, I may not have been, I may be the, I may not be the, I may have been the, I may not have been the, I may have been able to, I may not have been able to.

Group 15.

I (He/She/It/We/You/They) must, I mustn't, I must have, I mustn't have, I must be, I mustn't be, I must have been, I mustn't have been, I must be the, I mustn't be the, I must have been the, I mustn't have been the, I must have been able to, I mustn't have been able to.

Group 16.

I (He/She/It/We/You/They) needn't, I needn't be, I needn't be the, I needn't have, I needn't have been, I needn't have been the, I needn't have been able to.

Group 17.

I (He/She/It/We/You/They) ought to, I oughtn't to, I ought to be, I oughtn't to be, I ought to be the, I oughtn't to be the, I ought to have, I oughtn't to have, I ought to have been, I oughtn't to have been, I ought to have been the, I oughtn't to have been the, I ought to be able to, I oughtn't to be able to.

Group 18.

I (He/She/It/We/You/They) should, I shouldn't, I should be, I shouldn't be, I should be the, I shouldn't be the, I should have, I shouldn't have, I should have been,

* Replace 'We' by 'You' and 'They' and read out the speech initiators. For example. (1) You are, You aren't, and (2) They are, They are'nt and so on.

I shouldn't have been, I should have been the, I shouldn't have been the, I should be able to, I shouldn't be able to.

Group 19.

I had better, I had better not, I used to, I didn't use to, I never used to, He had better, He had better not, He used to, He didn't use to, He never used to, She had better, She had better not, She used to, She didn't use to, She never used to, It had better, It had better not, It used to, It didn't use to, It never used to, We had better, We had better not, We used to, We didn't use to, We never used to, You had better, You had better not, You used to, You didn't use to, You never used to. They had better, They had better not, They used to, They didn't use to, They never used to.

Group 20.

I (We) shall, I shan't, I'll, I won't, I would, I wouldn't, I shall have, I shan't have, I'll have, I won't have, I'd have, I wouldn't have, I shall be, I shan't be, I shall be the, I'll be, I won't be, I'd be, I wouldn't be, I shall be the, I'll be the, I won't be the, I'd be the, I wouldn't be the, I'll have been, I won't have been, I'd have been, I wouldn't have been, I'll be able to, I won't be able to, I'd be able to, I wouldn't be able to.

Group 21.

I (We) should like to, I shouldn't like to, I'd like to, I wouldn't like to, I'd have liked to, I wouldn't have liked to.

Group 22.

He (She/It/You/They) will, He won't, He would, He wouldn't, He'll have, He won't have, He'd have, He wouldn't have, He'll be, He wouldn't be, He'd be, He wouldn't be, He'll have been, He won't have been, He'd have been, He wouldn't have been, He'll be able to, He wouldn't be able to, He'd be able to, He wouldn't be able to, He'd like to, He wouldn't like to, He'd have liked to.

Group 23.

There is, There is no, There are, There are no, There was, There was no, There were, There were no, There isn't, There aren't, There wasn't, There weren't, There

has been, There hasn't been, There have been, There haven't been, There had been, There hadn't been, There has been no, There have been no, There had been no.

Group 24.

There'll be, There won't be, There'd be, There wouldn't be, There'll be no, There'd be no, There can be, There can't be, There could be, There couldn't be, There can be no, There couldn't be no, There may be, There may not be, There might be, There might not be, There may be no, There must be, There mustn't be, There must be no, There ought to be, There oughtn't to be, There ought to be no.

Group 25.

There can't have been, There could have been, There couldn't have been, There could have been no, There may have been, There may not have been, There might have been, There might not have been, There may have been no, There might have been, There might not have been, There may have been no, There might have been, There must have been, There mustn't have been, There must have been no, There ought to have been, There oughtn't to have been, There ought to have been no.

Group 26.

There is going to be, There isn't going to be, There are going to be, There aren't going to be, There was going to be, There weren't going to be, There were going to be, There were't going to be, There is going to be no, There are going to be no, There was going to be no, There were going to be no, There appears, There remains, There seems.

You have gone through a number of speech initiators. You may find some initiators like strange or you can say of no use. But you have not to think about their uses at this juncture. Here your aim is to make acquaint your organs of speech fluent. That is why utter each word group aloud several time.

Following is the collection of frequently used common speech initiators, those are much capable to control your speech delivery as well as bestow the most awaited speech fluency. So let's practise :

Group 27.

He (She) didn't go to, He wasn't going to, He wasn't listening to, He seems to, He doesn't meant to, He desired to, He is supposed to go to, He offered to, He has decided to, He made up his mind to, He showed me how to, He wanted to stay at home to, He wondered when to, He persuaded me to, He was right to, He was lucky to, He was certain to, He was too upset to, He was too afraid to, He was too angry to, He was too busy to, He is too clever to, He is too weak to, He will be too excited to, He will be too impatient to, He will be too glad to, He is eager to, He seemed ambitious to, He seemed amazed to, He was thrilled to, He was delighted to, He was shocked to, He was happy to, He thought he could, He asked me if, He asked her not to, He explained what, He claimed his father had, He said it must be, He told her he could, He was experienced enough to, He is big enough to, He was calm enough to, He was too confused to, He was too tough to, He was too narrow-minded to, He has a large family to, He didn't have enough time to, He is not a man to, He told the lie just to.

Group 28.

It failed to, It didn't take long, It'll take him ages to, It never occurred to him to, It'd cost money to, It'd cost a lot to, It is sensible to, It is useless to, It is pleasant to, It is enough to, It is necessary to, It is very fair to, It is essential to, It is expensive to, It was silly to, It was quite easy to, It was dangerous to, It was unpleasant to, It was delightful to, It was painful to, It was marvellous to, It was wonderful to, It used to be difficult, It may be terrible to, It may be customary to, It may be impossible to, It seems hard to, It will be absurd to, It will be practical to, It will be convenient to, It is very irritating to, It is very boring to, It is shocking to, It is terrifying to, It is pleasing to, It is exciting to, It was amusing to, It was thrilling to, It was startling to, It was astonishing to, It was inspiring to, It was annoying to, It was satisfying to.

Group 29.

I should like to, I'd like to, I've got to, I shouldn't like to, I'll try to, I was hoping to, I didn't take long to, I want you to, I don't want her to, I didn't want him to, I saw them later to, I met her later to, I found out where

to, I was wondering which way to, I forgot who* to, I knew who to, I wanted to stay at home to, I went to that place to, I had to do that to, I was wrong to, I'll be able to, I'll be curious to, I'll be anxious to, I didn't have an opportunity to, I said I was, I said we must, I said he hadn't, I told her he was, I wondered whether to, I don't know if.

Group 30.

You are required to, You are requested to, You aren't required to, You are supposed to, You were too confused to, You were too tough to, You were too tired to, You were too mean to, You were too depressed to, You were kind enough to, You suggested I could, You told her you had, You can't do anything about, You can't be going to, You must go somewhere else to, You haven't paid the, You shouldn't use the, You can't stop her going to, You can't get one at, You must understand why, You've got the, You told me.

Group 31.

They are going to, They often listen to, They succeeded to, They failed to, They expected to, They didn't persuade me to, They hesitate to, They planned to, They remembered to, They didn't remember to, They never remember to, They started to, They had been trying to, They came here to, They came over here to, They didn't like me to, They didn't know how to, They may be glad to, They may be sorry to, They may be reluctant to, They may be happy to, They may be unwilling to, They may be relieved to, They were ready to, They were unable to, They were quick to, They were inclined to, They were irritated to, They were prepared to, They were pleased to, They have no bike to, They have to book to, They have no lawn to, They said it is, They told you their, They told him how, They say they will, They said they must, They say they are, They said they would, They promised they would, They told me I should be, They say they have, They told him not to, They asked me what, They told us the, They started asking her why, They wondered which, They couldn't have moved

* In context like this, 'whom' is not used commonly in Spoken English.

the, They don't want any more of, They've got used to, They explained everything to, They warned me about, They watched me playing the.

Group 32.

This is the best book, This is the best piece of, That is far away the, That is near the, That is far from here to, There is very little to, There is no chance to, There is not enough chance to, There is not much time left to, There is no place there to, There is nothing to, There was nothing to, There was a lot of.

Following is the collection of various speech initiators mostly used in day-to-day speech. These speech initiators are potent to give you an extra edge to your speech fluency. Therefore, utter each initiator word group aloud several time .

Group 33.

I can't hear the, I haven't heard why, I've no idea of, I have nothing in, I don't like doing, I'm at the, I like going to, I couldn't help making a, I don't want to, I had lunch in, I don't have my, I'm looking forward to meeting our, I'm having some trouble with, I must buy a gift for, I can't go anywhere else to, I am feeling very, I had a lot of difficulty understanding, I enjoyed talking to, I was in front of, I'd fix it for you if, I sent it to, I forgot to feel, I am not used to carrying, I don't know which one, I apologised for, I don't need any, I don't like the service in, I don't think the, I really wonder how, I like doing, I couldn't find a, I've to go to, I've something in, I'll bring the, I am closing the, I'd better take, I haven't had enough time for, I don't have anything else to, I only hope we can, I hadn't ever seen the, I have no, I got into trouble for, I don't speak, I don't need any, I've got to visit my, I need change for a, I should like to speak to, I've heard them speak about, I've come to know about, I don't have any trouble finding, I had trouble finding a, I've been here since, I can't remember his, It's high time they, I rubbed out the, I don't understand the, I don't agree with, I am taking a tip to, I enjoy watching the, I haven't gone to, I don't feel like tidying the, I don't know the, I was really a, I asked for a, I don't like to, I took the box to, I didn't dare to, I should like to look at, I

didn't know you had, I tired of, I'll lend you, I'll bring the, I live in a, I usually have breakfast about, I don't remember insulting, I've been feeling, I remember how, I'd rather see the, I met him at, I didn't have my, I'll have the, I need some, I thought he was, I wish I had a, I'm against the, I was in front of, I prefer a.

Group 34.

We missed the, We live in, We are staying at, we were to have invited, We're looking for a, We have more, We put down the, We can't let you use the, We use this oil for, We have stopped using, We have been here since, We shall buy a lot more of, We didn't get the, We wouldn't leave the, We can't tell you where, We are getting, We are pushing the, We can't understand your, We can't tell you where, We went to a, We were mending the, We can't imagine what, We do our own, We bought it at, We didn't hear from.

Group 35.

He didn't answer my, He left a message for, He got a letter from, He has fewer, He is travelling by, He is working in, He was serving the, He couldn't see the, He believes in, He complained about, He hadn't dusted the, He quarrelled with, He is putting the packet on the, He was to go with, He'll be back in, He was quite, He is running from, He didn't mention the, He was supposed to, His shoes are made of, He doesn't look very, He spent the day reading a, He was at the, He's had a lot of, He didn't send me, He was between, He doesn't have to wash his, He can't eat without, He doesn't have much, He didn't have much, He didn't have more, He didn't have his, He didn't say how often, He is always buying, He'd have, He doesn't have much, He was touching the, He'll be late for, He is very popular with, He doesn't agree with, He has polished the, His name is, He managed to fix the, He sold it to, He can go by, He got into trouble for carrying, He found a, He tore the, He likes this kind of, He's gone abroad for, He took a message for, He hasn't ordered the, He was out of, He wasn't in the, He was behind the, He wasn't in the, He can't speak a word of, He looked upset about, He rubbed out the, He wouldn't do it for, He can't take care

of, He forced her to, He doesn't dare to, He took out the, He needed it for, He didn't wash the, He was standing by the, He told us the, He's got the, His behaviour is different from, He's been out since, He'll act as if he, He'll get the, He has got used to getting up at, He shouldn't have said, He has used up all the, He's always very fair to, He didn't come to, He wanted no more of, He placed the book on the, He always tries to be, He has to pay his, He was wearing a, He hasn't seen me for, He is at the, He hadn't noticed the, He hasn't had enough time for, He was taking the book from the, He passed his, He may have been trying to, He hasn't told me what, He didn't mean to, He was walking to the, He may be coming from, He was pulling the.

Group 36.

She had a lot of, She kept waving to, She can go out whenever, She couldn't see the, She poured some more, She has to pay her, She is thinking of, She passed her, She was walking to the, She was pulling the, She apologised for spoiling the, She didn't come to, She's always very fair to, She doesn't ever get tired of, She wrote a reply to, She has everything she, She'll get the, She'll act as if she, She's got the, She told us the, She paid only, She has given me some, She wouldn't do it for, She looked upset about, She was behind, She wasn't in the, She hasn't ordered the, She tore the, She can go by, She likes this kind of, She got into trouble for carrying, She lost all her, She has polished the, She'd have, She is very popular with, She is always buying, She'll be late for, She doesn't have to wash her, She spent the day reading a, She doesn't mind the, She was working in, She'll behave as if she, She heard him shouting at, She never remembers to drop the, She was worried about, She was showing me her.

Group 37.

It's no use going to, It's time you collected the, It's near the, It's on the, It is many miles from here to, It's no good making, It's the same as, It is difficult for him to, It's no use your offering a, It's right next to, It's 2 kms. from, It's worse than, It's getting, It looks as if it's going to, It's her, It is the boy who, It isn't in, It is

certain to, It's definite to, It doesn't include, It always seems better when, It's not much good asking, It's opposite the, It is easy for you to, It took about, It's no good warning, It's likely to, It rains a lot in, It's high time you were, It was a very, It'll be useful in.

Group 38.

You can't be going to, You must go somewhere else to, You shouldn't use the, You haven't paid the, You can get one at, You can't stop him going to, You needn't have gone to, You've got the, You must understand why, You'll soon get used to, You'll be late for, You can't prevent anyone looking at, You can rely on, You ought to ask for.

Group 39.

They never seem to get upset over, They haven't made much, They were opening the, They made him pay back the, They couldn't hear what, They haven't finished their, They use this for, They're having a party at, They haven't said, They haven't found a, They must be talking to, They want one or two more of, They used to have a lot of, They won't understand the, They always forget to pay the, They have no idea when, They wouldn't leave the, They're working for, They're making the, They worried about, They have one at, They are travelling by, They'd have helped him, They went on mending the, They were showing her their, They wrote him a, They are in favour of the, They've been out since, They heard you shouting at, They weren't in any, They borrowed it from, They've heard her speak about, They were grumbling about, They couldn't have moved the, They don't want any more, They've got used to, They watched me weighing the, They explained everything to, They warned me about, They happened to look at our, They've to take the trip to/by, They didn't think it was, They paid nothing for, They bought a few, They wouldn't wait for, They gave her a, They put a little more, They took it back to, They couldn't have reported it to, They didn't see him beating the, They'll wait for him at, They've been cheating us for, They went with, They're annoyed, They've only just checked my, They cooked their own.

Group 40.

Wait until, Let's see him as soon as, Find someone who, All your friends will be, The next one was, Get off the bus at, Don't tell them what, Nothing happened when, Look at her eating the, Get him some, Most of them are, No one can explain why, The paper says it is, Bring me all the, Imagine not working for, All his brothers are, The train stops at, Most of them are, Try pushing that, None of her brothers is, Some of her friends are, Try turning the, Give it to, Her behaviour is different from, Tell her it's, Everybody got tired of, Give me the number of, Tell me the, All her skirts were, Put all this in, Many people don't do their, All our oil is, Borrow some money from, Both of them can be, The first day of the year is, Several of them will be, That's south of, Turn right at, Imagine quarrelling with, Turn left at, Guess what the, Her friends are all, The shortest way is, The longest way is, Something is bothering, Look at the, Look in the, The nearest one is, Everyone is looking at, Meet him at, Here's my, The next bus leaves in, Imagine not looking the, Ask her to turn off the, Give him a, Our office is the, Let's watch the, Everyone wonder where, Don't give her any, Meet me here at, Please explain it to, Let's see if we can, Let's find out who, Please take it out of, Both my bags are, Let's ask her about, Show me some of the, Let's not do the, Let's go to, The discount price is, The next train leaves at, This is the first day of, Let's speak to him, Someone wants to.

Chapter in Nutshell

- Speech initiators control your speech delivery efficiently.
- Speech initiators are the group of words that are uttered at the beginning of idea-units.
- Speech initiators help you to develop effective Fluency Nucleus.

11

Tag Your Speech with Short Responses

English language is a bouquet of specialities. And one of its various specialities is this that English conversation doesn't go always in long idea-units or heavy structures of alphabet. Very often you can convey your expression through short responses. If short response is used in the right context, it can deliver complete message as well as it can forward your conversation smoothly.

Short responses help in maintaining the speech fluency. Short responses like 'yes, he's', 'No, they aren't', 'so am I' etc. are common short responses in use to continue the flow of conversation.

On the other hand, Tagging is a technique to provide effectiveness and lustre to your conversation. Using Tags is also a very common practice during English conversation.

A conversation doesn't start always with a question, but it can be started with a statement, annexing a tag thereto. This annexed tag converts the statement into question form.

Whenever a speaker intends to use the tags in his conversation, a statement is made first, and then at the end of statement, a tag containing interrogative word-group is added. For example,

She is a beautiful girl, isn't she ?

She isn't a beautiful girl, is she ?

In the above examples,

(i) 'She is a beautiful girl' is a statement, and 'isn't she' is an interrogative word-group, i.e., question word-group, and

(ii) 'She isn't a beautiful girl' is a statement, and 'is she' is an interrogative word-group.

The interrogative word-groups here, i.e., 'isn't she' and 'is she' are the tags with the statements. The tags are also called tag-questions.

Before advancing further, you are required to bear in your mind that

(a) Generally, the negative meaning word 'not' is not used completely in tag-questions. But there is an exception, i.e., 'am I not'. You should never ask 'amn't I' but 'am I not'. Remember to say only 'am I not'.

In all the other cases, you have to use the shortened form of 'not' (n't) alongwith other words. For Example,

Say 'don't I' in place of 'do not I' ;
'haven't I' in place of 'have not I' ;
'Shan't I' in place of 'shall not I' and so on.

(b) As a rule of using tag-questions, use negative tag-question, if statement part of your utterance is in positive form. And while you use the statement in negative, then your tag-question must be in positive form. For Example,

I can speak English fluently, can't I ?
I can't speak English fluently, can I ?

In the first example, statement portion of the idea-unit is positive, while the tag-question is negative. On the other hand, in the second example, the statement portion is negative, while the tag-question is in positive form.

(c) English language is much different in comparison to Hindi and other Indian languages. In Hindi language, generally, we use only two type of tag-questions, i.e., 'is it ?' or 'isn't it ?' in most of the cases. While English language has a variety of tag-questions besides 'is it ?' and 'isn't it ?'

You'll be surprised to know that most people mistook to use only 'is it ?' or 'isn't it ?' in almost all cases and speak like

"They are reading, isn't it ?" (×)

While they are required to say it as

"They are reading, aren't they ?" (✓)

Now examine, which one from the following two idea-units is correct :

“She has been singing for the whole day, isn’t it ?”

“She has been singing for the whole day, hasn’t she ?”

Yes, you are correct that the correct idea-unit is ‘She has been singing for the whole day, hasn’t she ?’ Therefore, you should avoid the mistake of using only ‘isn’t it ?’ or ‘is it ?’ with every idea-unit, but use an appropriate tag-question as per the requirement of statement.

(d) Also remember that ‘no’ has no place in tag-questions. Therefore, it’s your prudence to avoid using ‘no’ in tag questions. For Example,

She is eating, no ? (×)

She is eating, isn’t she ? (√)

You are singing, no ? (×)

You are singing, aren’t you ? (√)

They haven’t read it till now, no ? (×)

They haven’t read it till now, have they ? (√)

Now, there are two wonderful techniques in your hand to grace your speech. So make good use of both of them according to the need of idea-units and context. The proper application of Short Responses and Tag-questions can make your conversation effective as well as fluent.

Let us practise the SHORT RESPONSES.

Following is the representation of selected idea-units or word-groups in the pairs of question and answer (Q. & A.). Go through the each pair carefully and utter them several time Aloud.

Group 1.

Q. Are you happy here ?

A. Yes, I am.

Q. Are you from Agra Public School ?

A. Yes, we are.

Q. Were you reading a novel ?

A. Yes, I was.

Q. Am I abusing you ?

A. Yes, you are.

Q. Was I shaking hands with him ?

A. Yes, You were.

Q. Is she angry with you ?

A. Yes, she is.

Q. Was he scolding his son ?

A. Yes, he was.

Q. Are they laughing so hard ?

A. Yes, they are.

Q. Are we really perfect in Maths ?

A. Yes, you are.

Q. Were they eating their lunch ?

A. Yes, they were.

Group 2.

Q. Are you ready now ?

A. No, I'm not.

Q. Were you taking your bath ?

A. No. I wasn't.

Q. Am I wrong ?

A. No, you aren't.

Q. Was he winking at her ?

A. No, he wasn't.

Q. Is it raining heavily ?

A. No, it isn't.

Q. Is your tension over ?

A. No' it isn't.

Q. Are they singing well ?

A. No, they aren't.

Q. Are you going to temple ?

A. No, I'm not.

Q. Was he jumping over the couch ?

A. No, he wasn't.

Q. Were they wishing to visit here ?

A. No, they weren't.

Group 3.

Q. Do you like it ?

A. Yes, I do.

Q. Did you beat your sister ?

A. Yes, I did.

- Q. Do I eat a lot ?
A. Yes, you do.
Q. Did I speak a lie about it ?
A. Yes, you did.
Q. Does she often pick fight with her friends ?
A. Yes, she does.
Q. Did she shout at you ?
A. Yes, she did.
Q. Do you wish to listen this song ?
A. Yes, we do.
Q. Did they wash their clothes ?
A. Yes, they did.
Q. Does it matter ?
A. Yes, it does.
Q. Did her words hurt you ?
A. Yes, that did.

Group 4.

- Q. Do you hear any voice ?
A. No, I don't.
Q. Did you eat well ?
A. No, I didn't.
Q. Does she pay courtesy ?
A. No, she doesn't.
Q. Did she make any promise to you ?
A. No, she didn't.
Q. Do I speak loudly ?
A. No, you don't.
Q. Did I do anything wrong with you ?
A. No, you didn't.
Q. Does it make any difference ?
A. No, it doesn't.
Q. Did he go to see the movie ?
A. No, he didn't.
Q. Does he feel insulted by me ?
A. No, he doesn't.
Q. Did they quarrel with them ?
A. No, they didn't.

Group 5.

Q. Have you read this letter ?

A. Yes, I've.

Q. Had she completed her work ?

A. Yes, she'd (she had).

Q. Has he written the letter ?

A. Yes, he's.

Q. Had you taken the medicine ?

A. Yes, I'd.

Q. Have they given up drinking ?

A. Yes, they've.

Q. Had he visited in the meeting ?

A. No, he hadn't.

Q. Has she had time to come over here ?

A. No, she hasn't.

Q. Had it been raining cats and dogs (heavily) ?

A. No, it hadn't.

Q. Have they informed you earlier ?

A. No, they haven't.

Q. Had I ever asked you for anything ?

A. No, you hadn't.

Group 6.

Q. Will you post it for me ?

A. Yes, I'll.

Q. Would he go to theatre ?

A. Yes, he'd (he would).

Q. Will she sing the song 'Sad Sunday' ?

A. Yes, she'll.

Q. Would they be ready to swim ?

A. Yes, they'd.

Q. Will you make a fun of it ?

A. Yes, I'll.

Q. Would you really cut a joke on him ?

A. No, I wouldn't.

Q. Will she be get there in time ?

A. No, she won't.

Q. Would he mind if she refuses to come ?

A. No, he wouldn't.

Q. Will you carry this bag to my house ?

A. No, I won't.

Q. Would you feel if we don't come for play ?

A. No, we wouldn't.

Group 7.

Q. Can I help you ?

A. Yes, you can.

Q. Could he afford it ?

A. Yes, he could.

Q. Can they maintain this garden ?

A. Yes, they can.

Q. Could she prove it ?

A. Yes, she could.

Q. Can you hear that murmuring ?

A. Yes, we can.

Q. Could he convince them ?

A. No, he couldn't.

Q. Can you see the difference ?

A. No, I can't.

Q. Could they find their luggage ?

A. No, they couldn't.

Q. Can I execute the service contract ?

A. No, you can't.

Q. Could he finish his work within 30 minutes?

A. No, he couldn't.

Group 8.*

Q. Must I tell her this story ?

A. Yes, you must.

Q. Must he be so ignorant ?

A. Yes, he must.

Q. Must you disclose it publicly ?

A. Yes, I must.

* Replace 'must' by 'need', and 'mustn't' by 'needn't' in this group and read the idea-units ALOUD. For example,

Q. Need I help her to carry her luggage ?

A. No, you needn't.

Q. Must she be so harsh to him ?

A. Yes, she must.

Q. Must they be so early ?

A. Yes, they must.

Q. Must I switch on the fan ?

A. No, you mustn't.

Q. Must they help him ?

A. No, they mustn't.

Q. Must I receive them at the Conference Hall ?

A. No, you mustn't.

Q. Must she run fast ?

A. No, she mustn't.

Q. Must it be too concise and brief ?

A. No, it mustn't.

Group 9.

Q. I'm going to deliver it to him.

A. So am I.

Q. I was much worried about her health.

A. So was I.

Q. He is very busy now-a-days.

A. So is she.

Q. She was very fond of Rasmalai.

A. So were we.

Q. They are making fun of that little boy.

A. So is she.

Q. I was very sorry about that.

A. So was he.

Q. He's terribly rude.

A. So is she.

Q. We were ready to go there.

A. So were they.

Q. They are making excuses again.

A. So is he.

Q. This was indeed interesting to see.

A. So was that.

Group 10.

Q. I'm not grumbling about it.

A. Neither am I.

Q. I was not certain for his return.
A. Neither was I.
Q. He isn't happy with this offer.
A. Neither is she.
Q. She wasn't particular about it.
A. Neither is he.
Q. You aren't smiling.
A. Neither are they.
Q. We weren't familiar with that method.
A. Neither was he.
Q. She isn't polite at all.
A. Neither are they.
Q. This was not made of brass.
A. Neither was that.
Q. That isn't with her.
A. Neither is this.
Q. She was not expecting so early.
A. Neither were they.

Group 11.

Q. I prefer the sweets in comparison to salties.
A. So do I.
Q. I saw them playing cricket.
A. So did I.
Q. She wishes to go to her house.
A. So do we.
Q. He got annoyed without any reason.
A. So did they.
Q. They promised him a bike on his birthday.
A. So did she.
Q. I don't hate washing the dishes.
A. Neither do she.
Q. She didn't accept their invitation.
A. Neither did he.
Q. We don't eat stale fruits at all.
A. Neither do they.
Q. That didn't look better.
A. Neither did this.
Q. This doesn't feel comfortable.
A. Neither does that.

Group 12.

- Q. I've finished my study.
A. So have I.
Q. She had missed her period.
A. So had he.
Q. He has severe bodyache.
A. So have I.
Q. I'd bought 2 kgs of oranges.
A. So had they.
Q. He has made a lot of money in the shoe business.
A. So have we.
Q. She hadn't stopped reading.
A. Neither had he.
Q. That hasn't spoilt a bit.
A. Neither has this.
Q. You hadn't lost any chance.
A. Neither had they.
Q. They haven't forgotten the promise.
A. Neither have we.
Q. We hadn't heard about their programme.
A. Neither had he.

Group 13.

- Q. She will be there by 8:00 A.M..
A. So will he.
Q. They would like to relish it more.
A. So would we.
Q. I'll go with my friends.
A. So will she.
Q. You would feel sorry for her.
A. So will they.
Q. This will take atleast a week.
A. So will that.
Q. It wouldn't better to ring her again.
A. Neither would that.
Q. They won't give me more money.
A. Neither will we.
Q. She wouldn't take any risk ?
A. Neither would I.

- Q. That won't be finished till noon.
A. Neither will this.
Q. He wouldn't agree on this proposal.
A. Neither would she.

Group 14.

- Q. I can win this game easily.
A. So can we.
Q. He would have told a nice story.
A. So could they.
Q. She can try again for it.
A. So can he.
Q. He could have delayed it a bit longer.
A. So could I.
Q. They can visit to me on tomorrow.
A. So can she.
Q. She couldn't have been here.
A. Neither could we.
Q. We can't finish it within such a short period.
A. Neither can they.
Q. I couldn't start that immediately.
A. Neither could I.
Q. He can't collect the money within three days.
A. Neither can she.
Q. They couldn't afford such a costly article.
A. Neither could we.

Group 15.

- Q. I must be very happy with you.
A. So must we.
Q. He must stop boasting.
A. So must they.
Q. She must leave early to school.
A. So must he.
Q. You must complete it by the next day.
A. So must she.
Q. We must go now.
A. So must I.
Q. He mustn't gossip now.
A. Neither must you.

Q. You mustn't be so irritate.

A. Neither must they.

Q. They mustn't see you here.

A. Neither must be.

Q. She mustn't drink like anything.

A. Neither must he.

Q. I mustn't tease her for long.

A. Neither must you.

You've just gone through a special kind of drill to boost up your conversational skill, the short responses. A short response makes your speech more flowable, because it gives you substantial opportunity and time to rearrange, remould and replay your thoughts and idea-units.

Besides short responses, you were also introduced with an extra-ordinary feature of spoken English, i.e., Tag-questions. Now we'll discuss a little more about

Tag Questions

If you'll try to peep into English conversation between two natural speakers of English, you'll notice, certainly a special feature thereof. That is, in most of the cases, conversation starts with an interrogative utterance. Or you can say that almost conversations start with a question word. And generally conclude with a question word-group. For example,

How do you do ?

Where were you ?

How was your journey to Kashmir ? and so on.

Is this true ? That every conversation must have a question word or question mark, or it must be a question itself. Definitely answer will come as No. Because every conversation needn't be started with a question. You will encounter with the numerous dialogues which don't start with an interrogation, but in the form of a state-ment. Though these statements are also supported by the questions. This type of conversation is a common feature of spoken English.

This style of conversation contains a statement followed by a Tag-question, i.e., a question word-group appended to the statement. For example,

He is a good player, isn't he ?

He isn't a good player, is he ?

I am an intelligent boy, am I not ?

I am not an intelligent boy, am I ?

In the examples given here, the statements are supported by the tag-questions like 'isn't he ?' 'is he ?', 'am I not ?', and 'am I' to have the continuity of speech or conversation. Now I would like to attract your attention towards the para 'b' appeared on page no. 138 that says that "As a rule of using the tag-questions, use negative tag-question, if statement part of your utterance is in positive form ... and vice versa.

Let's have a look on the most common type of Tag-questions those are frequently used in day-to-day conversation of natural speakers of English. Try to grasp the idea behind the Tag-questions and read them ALOUD several time.

Things to Remember

- **Use always a tag or tag-question in right context of utterance. That is a negative tag-question is used with a positive statement part of word-structure.**

While negative form of word-structure contains a positive tag-question.

- **Avoid use of 'no' in tag-question, and make it a habit to use only 'not' in shortend form, i.e., 'n't'.**

(Exception : Am I not)

Group 1.

I study every day, don't I ? I don't study everyday, do I ? We study everyday, don't we ? We don't study every day, do we ? He studies everyday, doesn't he ? He doesn't study everyday, does he ? She studies everyday, doesn't she ? She doesn't study everyday, does she ? It (suppose you're using it for a boy*) studies everyday,

* You can use 'it' for even girl and child.

doesn't it ? It doesn't study everyday, does it ? Smita studies everyday, doesn't she ? Smita doesn't study everyday, does she ? Micky studies everyday, doesn't he? Micky doesn't study every day, does he ? You study every day, don't you ? You don't study everyday, do you? They study everyday, don't they ? They don't study everyday, do they.

I am reading now, am I not ? I am not reading now, am I ? We are reading now, aren't we ? We aren't reading now, are we ? He is reading now, isn't he ? He isn't reading now, is he ? She is reading now, isn't she ? She isn't reading now, is she ? It (suppose you use it for a boy) is reading now, isn't it ? It isn't reading now, is it? Runa is reading now, isn't she ? Runa isn't reading now, is she ? Priyesh is reading now, isn't he ? Priyesh isn't reading now, is he ? You are reading now, aren't you ? You aren't reading now, are you ? They are reading now, aren't they ? They aren't reading now, are they ?

I have already finished my lesson, haven't I ? I haven't yet finished my lesson, have I ? We have already finished our lesson, haven't we ? We haven't yet finished our lesson, have we ? He has already finished his lesson, hasn't he ? He hasn't yet finished his lesson, has he ? She has already finished her lesson, hasn't she ? She hasn't yet finished her lesson, has she ? It (suppose you use it for a boy) has already finished its lesson, hasn't it ? It hasn't yet finished its lesson, has it? Upasana has already finished her lesson, hasn't she? Upasana hasn't yet finished her lesson, has she ? Sahil has already finished his lesson, hasn't he ? Sahil hasn't yet finished his lesson, has he ? You have already finished your lesson, haven't you ? You haven't yet finished your lesson, have you ? They have already finished their lesson, haven't they ? They haven't finished their lesson, have they ?

I have been working since morning, haven't I ? I have not been working since morning, have I ? We have been working since morning, haven't we ? We have not been working since morning, have we ? He has been working since morning, hasn't he ? He has not been working since morning, has he ? She has been working since

morning, hasn't she ? She has not been working since morning, has she ? It has been working since morning, hasn't it ? It has not been working since morning, has it ? Reena has not been working since

morning, has she ? Atul has been working since morning, hasn't he ? Atul has not been working since morning, has he ? You have been working since morning, haven't you ? You have not been working since morning, have you ? They have been working since morning, haven't they ? They have not been working since morning, have they ?

I shall swim tomorrow, shan't I ? I shall not swim tomorrow, shall I ? We shall swim tomorrow, shan't we ? We shall not swim tomorrow, shall we ? He will swim tomorrow, won't he ? He won't swim tomorrow will he ? It will swim tomorrow, won't it ? It won't swim tomorrow, will it ? Farah will swim tomorrow, won't she ? Farah won't swim tomorrow, will she ? Ali will swim tomorrow, won't he ? Ali won't swim tomorrow, will he ? You will swim tomorrow, won't you ? You won't swim tomorrow, will you ? They will swim tomorrow, won't they ? They won't swim tomorrow, will they.

Group 2.

I went yesterday, didn't I ? I didn't go yesterday, did I ? We went yesterday, didn't we ? We didn't go yesterday, did we ? He went yesterday, didn't he ? He didn't go yesterday, did he ? She went yesterday, didn't she ? She didn't go yesterday, did she ? It went yesterday, didn't it ? It didn't go yesterday, did it ? Sweta went yesterday, didn't she ? Sweta didn't go yesterday, did she ? Hari went yesterday, didn't he ? Hari didn't go yesterday, did he ? You went yesterday, didn't you ? You didn't go yesterday, did you ? They went yesterday, didn't they ? They didn't go yesterday, did they ?

I was reading when warden came, wasn't I ? I was not reading when warden came, was I ? We were reading when warden came, weren't we ? We weren't reading when warden came, were we ? He was reading when warden came, wasn't he ? He wasn't reading when warden came, was he ? She was reading when warden came wasn't she ? She wasn't reading when warden

came, was she ? It was reading when warden came, wasn't it ? It wasn't reading when warden came, was it ? Shreemoyee was reading when warden came, wasn't she? Shreemoyee wasn't reading when warden came, was she ? Rajat was reading when warden came, wasn't he ? Rajat wasn't reading when warden came, was he ? You were reading when warden came, weren't you ? You weren't reading when warden came, were you ? They were reading when warden came, weren't they ? They weren't reading when warden came, were they ?

I had done my work before warden came, hadn't I ? I hadn't done my work before warden came, had I ? We had done our work before warden came, hadn't we ? We hadn't done our work before warden came, had we ? He had done his work before warden came, hadn't he ? He hadn't done his work before warden came, had he ? She had done her work before warden came, hadn't she ? She hadn't done her work before warden came, had she? It had done its work before warden came, hadn't it? It hadn't done its work before warden came, had it ? Aakansha had done her work before warden came, hadn't she ? Aakansha hadn't done her work before warden came, had she ? Soumya had done his work before warden came, hadn't he ? Soumya hadn't done his work before warden came, had he ? You had done your work before warden came, hadn't you ? You hadn't done your work before warden came, had you ? They had done their work before warden came, hadn't they ? They hadn't done their work before warden came, had they.

I had been gossiping when warden was out, hadn't I ? I had not been gossiping when warden was out, had I ? We had been gossiping when warden was out, hadn't we ? We had not been gossiping when warden was out, had we ? He had been gossiping when warden was out, hadn't he ? He had not been gossiping when warden was out, had he ? She had been gossiping when warden was out, hadn't she ? She had not been gossiping when warden was out, had she ? It had been gossiping when warden was out, hadn't it ? It had not been gossiping when warden was out, had it ? Neena had been gossiping when warden was out, hadn't she ? Neena had not been gossi-

ping when warden was out, had she ? Sanjeev had been gossiping when warden was out, hadn't he ? Sanjeev hadn't been gossiping when warden was out, had he ? You had been gossiping when warden was out, hadn't you ? You hadn't been gossiping when warden was out, had you ? They had been gossiping when warden was out, hadn't they ? They hadn't been gossiping when warden was out, had they ?

I would go if teacher asked me to, wouldn't I ? I would not go if teacher didn't ask me to, would I ? I should go if teacher insisted me to, shouldn't I ? I should not go if teacher said 'no', should I ? We would go if teacher asked us to, wouldn't we ? We would not go if teacher didn't ask us to, would we ? We should go if teacher insisted us to, shouldn't we ? We should not go if teacher said 'no', should we ? He would go if teacher asked him to, wouldn't he ? He would not go if teacher didn't ask him to, would he ? He should go if teacher insisted him to, shouldn't he ? He shouldn't go if teacher said 'no', should he ? She would go if teacher asked her to, wouldn't she ? She wouldn't go if teacher didn't ask her to, would she ? She should go if teacher insisted her to, shouldn't she ? She shouldn't go if teacher said 'no', should she. Honey would go if teacher asked her to, wouldn't she ? Honey wouldn't go if teacher didn't ask her to, would she ? Honey should go if teacher insisted her to, shouldn't she ? Honey shouldn't go if teacher said 'no', should she ? Akash would go if teacher asked him to, wouldn't he ? Akash wouldn't go if teacher didn't ask him to, would he ? Akash should go if teacher insisted him to, shouldn't he ? Akash shouldn't go if teacher said 'no', should she ? You would go if teacher asked you to, wouldn't you ? You wouldn't go if teacher didn't ask you to, would you ? You should go if teacher insisted you to, shouldn't you ? You shouldn't go if teacher said 'no', should you ? They would go if teacher asked them to, wouldn't they ? They wouldn't go if teacher didn't ask them to, would they ? They should go if teacher insisted them to, shouldn't they ? They shouldn't go if teacher said 'no', should they ?

Group 3.

There is a painting in your room, isn't there ? There isn't a painting in your room, is there ? There are several paintings in your room, aren't there ? There aren't several paintings in your room, are there ? There was a painting in your room earlier, wasn't there ? There wasn't a painting in your room earlier, was there ? There were several paintings in your room earlier, weren't there ? There weren't several paintings in your room earlier, were there ? There would be a great fun at the circus, wouldn't there ? There wouldn't be any fun at the circus, would there ? There should be heavy rush at the circus, shouldn't there ? There shouldn't be any rush at the circus, should there ?

Group 4.

He can read this lesson very easily, can't he ? He can't read this lesson very easily, can he ? She could cross the English Channel if she had strong will to, couldn't she ? You could run 400 metres race, couldn't you ? They must sit properly in the class, mustn't they ? I mustn't shout to the kids, must I ? We needn't go to the play ground, need we ?

Group 5.

Let us go to the market, shall we*? Let us start our study, shall we ? Let us have a cup of coffee, shall be ? Let us take our lunch, shall be ?

Following is the group of more tag-questions. Practise them aloud several times to have the better acquaintance about tags. You needn't to learn them by heart. The main aim of the practice is to cultivate the habit to use them in your day-to-day conversation. So read them aloud.

Group 6.

I went to the hospital, didn't I ? I didn't go to the hospital, did I ? I can't put trust in them, can I ? You came late in the party, didn't you ? She needs extra care, doesn't she ? He was singing on the roof, wasn't he ? You mustn't tease others, must you ? We have to

* In such type of idea-units, "shall we" is used and not the "letn't we".

get a music system, haven't we ? They could manage what they wish, couldn't they ? She didn't let him know about that, did she ? You weren't a bit sorry about it, were you ? They must water the plants well, mustn't they ? She doesn't wear saree, does she ? There is nothing further we've to do, is there ? There was heavy rush at the booking window, wasn't there ? She doesn't want to change her skirt, does she ? It is the time for bed, isn't it ? He had his dinner, hadn't he ? You know how to drive a car, don't you ? You don't know how to ride a scooter, do you ? This trousers doesn't look well on me, does it ? There isn't a drop of oil left in the car, is there ? That is the boy you asked me about, isn't it ? I could see it at a glance, couldn't I ? She isn't kind to me, is she ? Her daughter has grown up, hasn't she ? His grey hairs don't show too much, do they ?

There is a shorter way here, isn't there ? There are a lot of things to see, aren't there ? There was quite a heavy crowd at the zoo, wasn't there ? There were so many books to buy, weren't there ? This blue tie doesn't look well on me, does it ? They were sitting in their room all by themselves, weren't they ? That is the girl you told me about, isn't it* ? He could see it at a glance, couldn't he ? There will be a dog show here next month, won't there ? He is always very unlucky, isn't he ? Geeta left the light on in her bedroom, didn't she ? I can do it any way I want, can't I ? She doesn't like to take sugar in milk, does she ? That's enough, isn't it. * You sat down opposite her, didn't you ? She was surprised when she saw me, wasn't she ? Yesterday, his car knocked a boy down, didn't it ? They should think carefully before they act, shouldn't they ?

She is going to play hockey, isn't she ? He doesn't like her at all, does he ? I am not used to wash my own clothes, am I ? My friends will be coming to my house, won't they ? The milk has gone sour, hasn't it ? He waved her from the train, didn't he ? We went there on foot, didn't we ? Let's go to picture, shall we ? Your name is Jugnu, isn't it* ? Buses are running late today, aren't

* This is a special type of tag-question, pay attention to such type of usages.

they ? She sleeps too little, doesn't she ? You can stay the night with me, can't you ? Pencil costs less than ballpen, doesn't it ? Ballpens cost less than pens, don't they ? Sister is cooking the food, isn't she ? She was too scared to look at him, wasn't she ? Pinky isn't old enough for school, is she ? The shirt doesn't fit you better, does it ? The wind is blowing hard, isn't it ? They were not used to getting up early, were they ? It's too early to fix your programme, isn't it ? There was nobody in, was there ? Your car is in good condition, isn't it ? They can wait a little longer, can't they ? We didn't have any lunch this noon, did we ? This time nobody clapped harder than before, did they ? There is plenty of time, isn't there ? He didn't answer my question, did he ? She was holding the bag tight, wasn't she ? You can catch the bus, if you go fast, can't you ? You can't wait a little longer, can you ? The results of Secondary examination have appeared, isn't it ? I overslept a little this morning, didn't I ? She would be at home, wouldn't she ? There won't be any rebate, will there ? I am the next, am I not ? The college will start next week, won't it ?

My home is right by the park, isn't it ? They are very selfish, aren't they ? There was a great deal of noise in the upstairs classes, wasn't there ? There was a great deal of excitement at film show, wasn't there ? It was your mistake, wasn't it ? You must do as you are told, mustn't you ? She lives near the school, doesn't she ? You can ring me back a little later, can't you ? There wasn't enough food left for us, was there ? They usually have sweets for dinner, don't they ? You don't suppose it matters, do you ? You should to board the Taj Express at Agra Cantt, shouldn't you ? They came back just a short time ago, didn't they ?

You must have told me before, mustn't you ? I felt dizzy after the train journey, didn't I ? The car doesn't start, does it ? You shouldn't treat this complaint lightly, should you ? It was our mistake, wasn't it ? The report was badly written, wasn't it ? She took her friend home yesterday, didn't she ? She has talked with you long enough, hasn't she ? I'll tell you the story, shan't I ? They could run faster if they wanted, couldn't they ? She did her best to ruin my career, didn't she ? He didn't

help me with my work, did he ? There was a heavy rush at Diwali Fair, wasn't there ? He went to see the cricket match yesterday, didn't he ? He is quite a good player, isn't he ? She is uneasy about the quarrel, isn't she ? Rashid pulled him by the collar, didn't he ? You haven't done well in the test, have you ? I am not afraid of the dark, am I ? She has made out the copy correctly, hasn't she ? I'll be free within few moments, shan't I ? It looks like cloudy today, doesn't it ? I wanted to clear up this matter, didn't I ? This boy has no sense, has he ? The mangoes are fine and ripe, aren't they ? My house is across the street, isn't it ? She dropped the inkpot on the mat, didn't she ? I had a pink shirt and grey pants, hadn't I ? The war has come to an end, hasn't it ? She wanted to throw a scare into you, didn't she ? You didn't answer my question, did you ? There was a great deal of difference, wasn't there ?

Chapter in Nutshell

- **Short Response is a right source of complete conveyance of your message, if it is applied as per the demand of context.**
- **In comparison to other Indian languages, English has a variety of Tags or Tag-questions, in contrasts to popular belief that the Tags may be only like "isn't it ?" or "is it ?".**

12

Secret of Successful Spontaneous Speech

You know it well now that there is a great deal of difference between written English and spoken English. At the time of writing, you've enough liberty and opportunities to arrange your text, while at the time of speech, you're bound to speak the language spontaneously. That is composition and utterance of the subject-matter is done by you at the same time.

Thus, spontaneous speech-making is an impromptu action, i.e., speech without planning, preparation and organisation in advance. Hence, the spontaneous speech has a distinctive smack—the smack of makeshift-improvisations.

During spontaneous speech, generally we use a particular word-group in spite of having knowledge of various word-groups, not because it is the best one but at the time of conversation nothing better occurs to us immediately. When we start conversation, in fact the required information is not made available set in words or in an organised form. That's why we are compelled to speak out such word-groups those occur to us as suitable on the spur of that moment. At that time, even we can't be sure about absolute correctness of the word-groups used by us.

It's natural, and hard to believe that most of the speakers face the same situation. So there is no need to worry about such type of problems. In the speech process, we all want to try them out, feel them out, and experience with them to refine and edit what we say.

The secret of successful spontaneous or impromptu speech is the makeshift-improvisation, and as you proceed exploratorily and speak tentatively at the time of

spontaneous speech, it is necessarily subject to revision and refinement. It's the beauty of spoken English that gives a unique smack to spoken language and differentiate from written language. If there is no vagueness, tentativeness and lack of exactness in your spoken language, it may not be a true spoken language. So of the spoken English.

Unique Order of Word-groups

The style in which a sizeable proportion of word-groups is arranged or ordered in written English is very different from the order of word-groups in spoken English. To be successful in impromptu speech, you are required to arrange your word-groups' order in a certain style. Because this unique style or word-group order makes it easier to plan and execute your impromptu speech. Besides, the unique word-groups' order also helps you to makeshift-improvisation, i.e., composition and speech of your idea-units simultaneously. Let's grasp the unique styles of word-group arrangements.

1. Topic-Comment Order

Examine the following word-group :

"What is the name of your sister ?"

This is a sentence of written English, absolutely correct grammatically, and is very common to ask. It can be asked in more simple and in natural way too, like

"Your sister—what's her name ?"

Here the speaker has presented the topic or theme first : 'Your sister'. After presenting the theme, he made a comment on it by a separate and independent structure : 'What's her name ?'

This type of word-group arrangements are very common in spoken English. Topic-comment order makes you free from the burden of structures of written style. Let's go for some more examples, and read them aloud.

My mother and sister—they are going today.

That boy—I've seen him at the picture hall.

That girl—who's she ?

Your brother—is he in Paris ?

Your wife—is she from Delhi ?
 His father—have you seen him ?
 That curly-haired boy—is his father in Central Bank ?
 My book—where's it ?
 Your moneyorder—I received it today only.
 This fan—I don't like its style.
 The people standing there—do you know them ?
 That fellow—be cautious about him.
 That cook—he doesn't cook properly.
 The things she gave—none of them was useful.
 Walking like this—you can't reach the school in time.
 Crying like this—it wouldn't help at all.
 Waiting for her—it's of no use.
 Scolding at him like this—what good it will do ?
 Arranging all these items—it isn't easy.
 Changing the jobs—it isn't the right practice.
 Washing the dishes—she finds it boring.
 Talking with her friends—she enjoys too much.
 Abusing him—it isn't good.
 Sipping a cup of tea with her—isn't a great privilege ?

2. Comment—Topic Order

Comment-topic order is the reversal of topic-comment order. In this arrangement, first you make a comment about the topic, and then you present topic as a tag. For example examine the following word-group :

“Where is my sky-blue Tie ?”

This word-group has two parts—(a) Comment, i.e., ‘where is it’, and (b) Topic, i.e., ‘my sky-blue Tie’. According to topic-comment arrangement, your utterance would be as : “My sky-blue Tie—where is it ?”, while as per comment-topic arrangement you would speak the word-group as : “Where is it—my sky-blue Tie ?”

Both the Topic-Comment order and Comment-Topic order of the word-groups are very common in spoken English. Let's go for more comment-topic arrangements.

They're going today—my mother and sister.
 I've seen him at the picture hall—that boy.
 Who's she—that girl ?
 Is he in Paris—your brother ?

Is she from Delhi—your wife ?
 Have you seen him—his father ?
 Is his father in Central Bank—that curly-haired boy ?
 Where's it—my book ?
 I received it today only—your moneyorder.
 I don't like its style—this fan.
 Do you know them—the people standing there ?
 Be cautious about him—that fellow.
 He doesn't cook properly—that cook.
 None of them was useful—the things she gave.
 You can't reach the school in time—walking like this.
 It wouldn't help at all—crying like this.
 It's of no use—waiting for her.
 What good it will do—scolding at him like this ?
 It isn't easy—arranging all these items.
 It isn't the right practice—changing the jobs.
 She finds it boring—washing the dishes.
 She enjoys too much—talking with her friends.
 It isn't good—abusing him.
 Isn't a great privilege—sipping a cup of tea with her ?

3. Repetition of References

Generally, most of the natural speakers of English repeat syllables, words, or word-groups now and then. Sometimes, they do it deliberately to emphasize any utterance, whileas the repetition can be inadvertent, i.e., without realizing it.

Repetition of syllables, words or word-groups is a common knack of impromptu speech that keeps the perfect balance of speech. It also helps to maintain the desired flow of speech.

The repetition of references is a part and parcel of the process of momentous editing of speech; and for the repetition, there is no hard and fast rule to be followed by you. You can repeat the references at your most convenience as per need of the context.

Let's see the examples of repeated references, and try to grasp them.

- RR* 1 :** Mr. Puri had phoned me—my banker. My banker had phoned me—Mr. Puri.
Neeta wrote to him—his sister. His sister wrote to him—Neeta.
Mr. Singh scolded Raju—His father. His father scolded Raju—Mr. Singh.
- RR 2 :** I'm a doctor—a doctor of medicine.
Mr. Gupta is an exporter—exporter of Jewels.
You know Mr. Dhingra—the DGM of Bank.
She wanted to see Puneet—my son.
They've every luxury in their house—a fleet of cars, a hi-fi music system, a beautiful palace, a mini swimming pool and so on.
- RR 3 :** He was shouting—shouting badly.
They must try again—try harder.
He's a handsome boy—most handsome in this colony.
She's a beautiful girl—more beautiful than other girls of her class.
- RR 4 :** This chapter is very—very much—more easier.
This sum is so—too—more difficult.
She sings very—very sweetly.
He is much—more—much better now.
- RR 5 :** All the players opined to discontinue the game—all of them.
Everyone in the party was annoyed—everyone.
None of them ate a single piece of sweet—none.
Each student of the class—each has to complete the work today itself.
None of your request—none is going to be accepted now.
- RR 6 :** He came here—he came here yesterday.
She's dropped the letter—she has just dropped the letter to her brother.
We're happy—we are happy to note your passing the B.Sc. Exam.

* Repeated Reference.

RR 7 : She was annoyed with him, but he—he didn't care for it.

He refused the job offer, but Hari—Hari couldn't.

Gita controlled her anxiety, but I—I couldn't control mine.

They're very rude persons, but we—we're different.

He knows a little about me, but I—I'm seeing him for the first time.

4. Self-Correction

As you know about the impromptu speech that it's the process of makeshift-improvisation, i.e., the utterance without any pre-planning, and speaking what strikes at the spur of moment. This type of utterance may require some correction too.

As a part of moment-to-moment editing, the self-correction is a normal feature of English speech. So have a look, how the corrections are made to furnish more information, how the expressions are substituted, how the excessive claims are modified, how the mistakes are corrected and so on.

SC* 1 : She is an actor—a film star.

He was the guest—the chief guest in the party.

Rohit plays well the guitar—the Spanish Guitar.

I can speak so many South Indian languages—Tamil, Telugu, Kannada and Malyalam.

It's beautiful—really beautiful.

Now she is better—better than yesterday.

SC 2 : Aparna is very hard-working girl—or rather—very efficient.

He's a gentle boy—or rather—a very sober boy.

Mona's a tough lady—or rather—a difficult one.

SC 3 : They were all against the agenda—well, most of them.

They—Well, many of them are factory workers.

Nobody liked the dish—at least, I didn't.

* Self-Correction.

SR 4 : She is from Madhu Nagar—I mean, Radha Nagar.
 I was on tower—I mean, on tour.
 He likes roasts very much—I mean toasts very much.

5. Fronting

Fronting is also a normal feature of English speech. In impromptu speech, people tend to speak what they have in their mind, and they don't mind to utter the idea-unit according to exact requirement of the grammar. In the process, often they reverse the normal word order of utterance, and give impetus on a specific part thereof.

Fronting is a popular style of moment-to-moment speech composition and editing. And you shouldn't avoid this knack of impromptu speech. So step forward for fronting.

F* 1 : Meenakshi—her name is.
 Horrible boy—Mrs. Sharma told about Sandeep.
 A great mystery—that was.
 The fair judgment—they gave.
 Blue and white—the uniform must be.
 Red—he's painting his drawing-room.
 Some noise—I heard.
 Basic concept—it is.
 Her promise—you can rely upon.
 An intelligent boy—he is.
 Enough time—we didn't have.
 Delhi—it's really a nice place.
 Very harsh—his voice is.
 A knock—I heard at the door.
 A good jeans—she bought yesterday.
 Fifty rupees—it costs him.
 Somebody crying—did you hear ?
 Idiot—they called him.
 Running slow—I don't like.
F 2 : A rude person—his brother.
 Not good—that write-up.

* Fronting.

Full of humour—that article.
 Very entertaining—HAHK (Ham Aapke Hain Kaun).
 Beautiful place—Bangalore.

6. Appendix

Appending additional bits of information is also very common in English speech. In this process, the speaker tends to add extra informations at the end of utterance of an idea-unit, that occurs to him later on. Examine the following :

A* 1 : She continued to scold him—and with harsh words too.

They made a heavy noise—and didn't listen anyone too.

Rajat is an honest boy—and very dedicated too.

I visit there often—and my father too.

They are very kind to poors—and generous too.

He's a handsome boy—and his brother too.

Pooja can speak French—and even German too.

She's very proud of her beauty—and her mother too.

He presented me an Executive Diary—and a wallet too.

He can't write correct Hindi—or speak either.

They didn't ask Priya to go there—or Priti either.

I don't like to play hockey—or football either.

A 2 : She sang the song—sweetly.

He was sitting in the first row—inattentively.

They listened to the speech—till end.

He missed the train—just.

I wish to finish it till noon—anyhow.

She looked at him—perhaps pointed out something.

He likes her—perhaps loves her.

They were furious—and even aggressive.

You must come over here—and even your brother.

I didn't admit it—even denied it.

* Appendix

I saw her—last month.
 They want to live here—perhaps for two months.
 We haven't received parcel—yet.
 I remain standing for a long time—outside.

7. After thoughts

In spontaneous speech, planning and execution thereof goes up simultaneously. That is, the speaker frames up his speech by piece-meal addition of informations. It includes descriptions, clarifications, explanations, reformations etc. Thus speaker doesn't present all the informations about any subject at once in an organised way or in a well-knitted manner. But he presents them bit-by-bit, one bit at a time.

In fact, these bits of informations are presented as afterthoughts. This process goes in a very unique style like→ some utterance→ then addition of some bits→ and continuation of the utterance.

Afterthoughts is also a very important tool to shape, and refine your conversation, and provides greater freedom and ease to your spontaneous speech.

Go through the following examples for better understanding :

The shift incharge—who joined the Co. last week—he met with an accident.

Priyanka—she is my best friend—she is going to Bombay on Monday.

Gupta—the proprietor of Kalamandir theatre—he has donated one lac rupees to this school.

Her story—the story she told about a feeble old lady who was begging in the dirty lane—attracted all the people.

Your father—where is he now—he's my class teacher.

She was very happy—her appointment letter had come—and she distributed the sweets.

8. Fragmentary Word-groups

You must rest assured that a sizeable proportion of spoken English consists of incomplete structures and

unfinished phrases too. And fragmentation of word-groups is not a new tendency of English speech.

By the fragmentary word-groups, speaker tries to attract the listener's attention on a specific piece of information by omitting all secondary words. And he leaves the phrases in fragments. These fragments of word or word-group work as complete sentence. For example,

"The buses aren't running in the city today—Bandh."

The fragmentary word 'Bandh' doesn't need any support to convey its meaning. It's capable itself to represent as a complete sentence.

Let's move to some more illustrations.

FW* 1 : She's on leave for ten days—her marriage.

She's absent today—loose motions.

My brother is here—Diwali vacations.

He's busy in study now—a-days—examinations.

He is fully engaged at present—Exports.

I heard somebody knocking at the door—Post-man.

I don't like her—too talkative.

FW 2 : They like her—obedient †# disciplined † dedicated.

Have you seen Sushmita—beautiful, sharp features † fair complexion, blue eyes † long hair.

We're very busy—Diwali sales, stock arrival † heavy order.

You know that girl—aggressive † harsh † difficult to convince.

Always Remember

- That a fluent speech or the speech of a natural speaker of English is one in which he invests as much as 30 to 50 per cent of his speaking time in speech-composition features alone.

* Fragmentary Word-groups.

The sign '†' used here indicates 'a brief pause'.

9. Freedom of Speech

Spoken English enjoys much freedom. It is its beauty that it doesn't need any strict control over speech style. Virtually it is free from the ambiguous restrictions. And perhaps you aren't aware that whenever you try to control or restrict your speech-flow, it may bound to falter at that moment.

Naturally, your spoken part of English requires the freedom from any restriction. That's why try to mind the following :

- (1) Don't make the structure of your text rigid.
- (2) Don't pack your utterances tight.
- (3) Don't try to speak in full or completely any structure at a stretch.
- (4) Don't try to organise your speech in paragraph like parts.
- (5) Don't try to relate each part of utterance logically with connectors like 'in addition to', 'consequently' etc.
- (6) Don't try to avoid the repetition of syllables, words or word-groups.
- (7) Don't try to adopt the pre-fabricated style of structures, and
- (8) Don't try to follow strictly absolute correctness and formality of utterances.

You are required hereby to follow the above tips and try to make free your speech from the rigid compositions. To bestow freedom to your speech from restrictions, examine the followings in right perspective.

(A) Make good use of Comment Clauses

The comment clauses are essential part of spoken English. These are chiefly of five types :

(I) Comment clauses indicating the speaker's uncertainty about truth or correctness of the utterance. The clauses are : I believe, I feel, I guess, I hear, I suppose, I think, It appears, It seems, I'm told, I've heard, They say.

Comment clause may appear anywhere in the utterance, i.e., Either at the beginning, or in the middle or at the end of utterance. For Example,

I believe—he must be in his class.

He must be in his class—I believe.

He doesn't want—I believe—to attend his class.

Now, examine the following utterances :

- (i) I feel—he isn't interested in this job.
- (ii) I guess—somebody is sitting in the room.
- (iii) I hear—she's going to sing on MTV.
- (iv) I suppose—they've spoilt the entire programme.
- (v) I think—we must go now.
- (vi) It appears—he's going to take charge of new post.
- (vii) It seems—they've won the match.
- (viii) I'm told—that was very dangerous game.
- (ix) I've heard—she trusts on that vagabond.
- (x) They say—that seems a tough competition.

Things to Remember

- The comment clauses can be used at the beginning or at the end or even in between the beginning and the end of an information unit.
- The comment clauses act as useful 'fillers' too. In this way, they provide you required time to plan your utterances.
- The silence breakers or discourse markers should be uttered at falling tone , and not with a rising tone .
- You can make good use of these markers to change your topic of conversations. 'Any how' and 'any way' help you most to do so.
- 'By the way', 'eh', 'ehm' etc. also help you to introduce or initiate new topics in your speech.
- You shouldn't insist always for strict precision.

(II) Comment clauses indicating the speaker's certainty about what it says. The clauses are : I admit, I

agree, I know, I remember, I tell you, I'm convinced, I'm sure, It's true, I don't deny, I don't doubt, I've no doubt, There's no doubt. For example,

- (i) I admit—that wasn't your fault.
The question paper was really tough—I admit.
He helped me—I admit—in my hard time.
- (ii) I agree—it's an exciting journey.
- (iii) I know—he took a very right decision.
- (iv) I remember—I saw that magnificent picture in Art Gallery.
- (v) I tell you—she won't come now.
- (vi) I'm convinced—the task was very monotonous.
- (vii) I'm sure—he's going to compete for IAS this time.
- (viii) It's true—she married a Christian boy.
- (ix) I don't deny—I was too late in the meeting.
- (x) I don't doubt—that strange boy wasn't her brother.
- (xi) I've no doubt—they won't be able to succeed in their attempts.
- (xii) There's no doubt—the delegation will enjoy this excursion.

(III) Comment clauses indicating the speaker's emotional attitude about what it says. Most frequently used clauses are : I fear*, I hope, I'm afraid*. For example,

- (i) I fear—she has lost her purse.
She is a cheat—I fear.
Your valuable time—I fear—is going in vain.
- (ii) I hope—she won't forget it.
- (iii) I'm afraid—that sum puzzled you too much.

(IV) Comment clauses that draw the listener's attention towards what the speaker says. Most frequently used comment clauses are : Mind You*, You know, You see. For example,

* The phrases 'I fear' or 'I'm afraid' don't denote that you're frightened. The phrases are infact meaningless here and are used to show disagreement with someone in a polite way.

* 'Mind you' phrase implies various expressions, i.e.,—you can make use of it to emphasize what you are saying (see example—(i-a); you can use it to emphasize a contrast (refer example—(i-b); and, you can use it for any doubtful dispute from the listener (refer example—(i-c) given on page no. 171. It also helps you to express your different point of views.

- (i-a) Mind you—the sale is over (we’ve to return empty hand.)
- (i-b) (Mother is angry with you). Not with your brother-mind you.
- (i-c) The boy who you’re talking to—mind you—is a great cheat.
- (ii) You know—she’s very rude.
I don’t mean it—you know.
She won’t like—you know—to lend her books.
- (iii) You see—they know how to handle the problem.
That wasn’t her intention—you see.
He spoke to me—you see—in very harsh words.

(V) Comment clauses those help you to clarify your version. ‘I mean’ is a very popular comment clause of this category. The clause is used to explain something more clearly and to correct or restate what has been said by you immediately. For example,

(There’s no other way) I mean—I’ve got to do it in this way.

(How did they come to know) Nobody told them—I mean.

That boy—I mean—Hari had already informed them.

She is Neeta—I mean—Geeta.

(VI.a) Comment clauses those help you to ask questions in the statement form. The clauses are : I believe, I suppose. For example,

I believe—you wouldn’t like to go there ?

I suppose—he’s still working at Upkars.

Besides, one more comment clause ‘I wonder’ also accounts in this group, but it contains the question word-group in its statement part. For example,

I wonder—what help do you want from me.

(VI.b) Sometime comment clauses are used as positive questions too. Such clauses are : can you see, do you know, do you remember, do you suppose, do you think, would you say ? These comment clauses generally follow the main question word-group. For example,

Have they finished their study—can you see ?

Is she still learning computers—can you see ?

What is Ram doing—do you know ?
 Where is he working—do you know ?
 When we were there—do you remember ?
 What's the price of this drug—do you remember ?
 Will they sing well—do you suppose ?
 Will she come again—do you suppose ?
 Could he do it properly—do you think ?
 Who's going to pay for lunch—do you think ?
 Was that a good dinner—would you say ?
 Is it good enough—would you say ?

(VI.c) Sometime comment clauses are used as negative questions too. The clauses are : can't you see ?, 'don't you agree', 'Don't you know, don't you remember ?, don't you think ?, wouldn't you say ?

While you use these comment clauses, keep your statement in assertive form, i.e., it won't be a question word-group. And add comment clause after the statement. For example,

She is still inside the room—can't you see ?
 It's very difficult—can't you see ?
 It's a unique proposition—don't you agree ?
 It's absolutely impossible—don't you agree ?
 There's a premier show of Gambler today—don't you know ?
 Pt. Jasraj is coming here today—don't you know ?
 I gave you the dictionary—don't you remember ?
 You promised to gift me this pen—don't you remember ?
 The question was so obvious—don't you think ?
 They shouldn't have scolded him—don't you think ?
 Veena was very rough to him—wouldn't you say ?
 Anil is too impolite to his elders—wouldn't you say ?

(VII) There are a few more comment clauses which can be used effectively by you in the course of conversation. These comment clauses are : (do you)* follow me ?, (do you)* get it ?, (do you)* get what I mean?, okay ?, right?, Yes ?, You understand ?

* 'do you' is not an essential part of your speech. You can omit it, if you wish to do so.

These comment clauses or tags help you to check whether the listener has understood or not what you've just said, and whether he's agree to your statement or accept it or not. For example,

Even this much isn't enough—(do you) follow me ?

You should finish it first—(do you) get it ?

She's jealous of her achievements—(do you) get what I mean ?

Write this paragraph again—okay ?

Wash it clean as you can—right ?

She told me first about it—yes ?

You must never come again here—you understand ?

Besides, these clauses, clause 'isn't that so ?' is also used to help you to call for the agreement to what you've just said. For example,

She's anxious to say something—'isn't that so ?

He's a chap of that sort that he must be—'isn't that so ?

The comment clauses like 'by any chance ?', 'perhaps?' can also be used by you as per the demand of context. For example,

Has he succeeded—by any chance ?

Are they likely to join us—by any chance ?

Have they lost it—perhaps ?

Can you write it for me—perhaps ?

(B) Don't insist for Strict Precision

Precision and precise vocabulary are an absolute need of written English. But spoken part of English doesn't demand such type of precision. The Hallmark of spoken English is imprecision and vagueness.

So far as spoken English is concerned, you must know that—

(i) a good number of words used in spontaneous speech would likely be general, inexact and vague; and

(ii) most of the details and descriptions would be rough and couched in the vague terms and approximations.

Henceforth, don't try to avoid the vagueness and imprecision. Instead, you should cultivate the habit of using this knack because it makes you feel relaxed and tension-free while you speak English. It also relieves you from the unwanted pressure of proceeding along with rigid lines. And it helps you to compose and edit your speech spontaneously with ease.

Remember, without this type of imprecision and vagueness, your speech won't sound natural. Because in most of the situations, it isn't necessary that the right word or appropriate phrase may occur to you that is required by you for on-the-spot-speech-composition. In that case, your efforts to speak out in precise terms would sound pedantic.

Now, it's the time to experience the common types of imprecision and vagueness.

(a) Non-availability of Lexical Items

It is not possible always to have lexical items, i.e., the words of language as distinct from its grammar and constructions, handy. In such situations like non-availability or non-occurrence of lexical items, the natural speaker often uses some substitutes for necessary elusive word or phrase. The substitutes can be reckon to : 'what-do-you-call it'*, 'what's it', 'what's the name', 'things'. For example,

My wife asked me to purchase that—what-do-you-call-it.

I was working on that new machine—what-do-you-call-it.

He's disposed off his Maruti and is buying a—what's it.

Collect that one is lying on the table—what's it, will you ?

I had been in the party and I saw—what's the name.

Can you tell me about that boy—what's the name.

I was explaining about—things—uses of new pressure cooker.

I came over here to buy some—things—cheeze.

* Pronounce it as → 'whajju collit'.

(b) Need of Listing

Sometime there may be a lot of items to be described by the speaker. When a speaker has to speak out a list of things, people, action etc., he doesn't give a complete or exhaustive list. Because in the opinion of speaker, the presentation of that list may not be possible or may not be necessary. In such situation, he summarise the list by using the phrases like 'and so on', 'and everything', 'and so forth' etc. For example,

This pen can be used to write, draw, sketch the picture and so on.

There were sweets, namkins and everything.

He waters the plants, washes the clothes and so forth.

He sells audios, videos and the like.

She collected her books, note books and things like this.

(c) Insertion of Duration, Number and Quantity

To give natural touch to speech, speaker often creates approximation of duration, number or quantity in his utterance or tends to instil an element of vagueness. For example,

She bought about 15 sarees.

He's getting round about 3,000 rupees.

The seating capacity of this auditorium is 900 odd persons.

Geeta wanted five hundred rupees for it or as near as makes no difference.

There were 100 barrels in the store or near enough.

My grandfather is 85 years old give or take a few years.

There were 25 chocolates or so in the packet.

He got it for something like 10,000.

The park is some 100 yards away from here.

The sweets weighed 20 kgs something.

There were something between 40 and 50 boys there.

He gave her something over 1,000 rupees.

The discount was something below 25%.

They joined the club somewhere around 1990.
The workers in factory are somewhere between
200 and 250.
His mother expired some time two years back.
Ritu met with Gargi the other day.
They've lots of old books.

(d) About What, Where, Who

Insertion of an element of uncertainty or vagueness into the concept of persons, places, things according to demand of context is also a common feature of spoken English. Examine the following examples :

Rahul is suffering from Malaria or something.
Pankaj presented her a tunic or something.
They hadn't bought the stationery or anything.
They weren't happy or anything.
Radha left the party early for some reason or other.
Rajan was talking about something or other.
Please give me one or other novel.
He opened one or other container.
She gave him some pills and he swallowed them.
He ate some pudding-like thing.
There was someone standing at the door.
He met someone important person there.
Her name is Urmila something.
Something Lincon was the president of U.S.A.
Send one or other boy to pick it.
I entrusted the work to one or other officer there.
The parcel was collected by Madhuri or someone.
My sister or someone waved me at the show.
Did Razia or anyone dance there ?
I didn't see Mohan or anyone at the party.
Has Kanha gone to Gokul or anywhere ?
It isn't in the safe or anywhere.

(e) About Descriptions, Qualities etc.

A natural speaker of English makes an effective use of descriptions, qualities, etc. vaguely in his speech. And

he adds the suffix 'ish' at the end of noun and adjectives. In the same way, you should also use this trait, i.e., adding suffix 'ish' at the end of nouns and adjectives to make your speech effective and more natural.

By adding suffix 'ish' at the end of a noun, you convey the message that someone or something has the quality of person or thing named by that noun. For example,

He has a **bullish** face.
 She's a **kittenish** girl.
 Ramesh has the **womanish** style of walk.
 That boy has **girlish** attitude.
 He presented a **devilish** idea.

By adding suffix 'ish' to the end of an adjective, you convey the message that someone or something has the quality described by that adjective upto some extent. For example,

She is a **shortish** girl.
 He has a **biggish** tub.
 That looks like a **fattish** book.
 The colour of shirt is **Yellowish-green**.
 It was a **longish** journey.

(f) About 'Sort of'*

The phrase 'sort of' helps us to speak about descriptions or qualities vaguely. By using this phrase, you make the approximation as roughly or as partly correctness of the description. For example,

It was a **sort of** container.
 That was a **sort of** punishment.
 She was having a **sort of** packet.
 He had a **sort of** girlish look.
 They were speaking in a **sort of** lisping accent.
 Anita showed me a **tricky sort of** picture.
 Lata was feeling **sort of** giddiness.
 He is a **teacher sort of**.

* In American English, 'kind of' is often used in place of 'sort of'.

10. Understanding 'You' and 'They'

Your speech generally refers to 'people' in general; and words 'you' and 'they' help you to make your speech distinctively.

Pay your attention : 'You' is used to refer to the people in general 'including yourself and the listener'; on the other hand, 'They' refers to people in general 'other than yourself and the listener'. For example,

You can't find a dedicated person now-a-days.

You should be careful about it.

You can never think what he'll speak next.

You can't believe on his promise.

You must come alongwith your friends.

They aren't building the buildings this year.

They'll soon be reaching here.

They've raised the prices again.

They didn't perform well this time.

They're not trustworthy at all.

11. Breaking the Ice of Speech

Impromptu or spontaneous speech, i.e., utterance without any rehearsal has one more extra feature. This feature is that everybody, even a highly-educated Englishman fumbles at the beginning of speech and feels uncomfortable to start an information unit. This is the reason that makes a speaker restless and he unconsciously repeats the initial words or syllable of his utterance. For example,

I'm—I'm ready to do it.

I can't—can't come back till four.

He gave—he gave me this piece of information.

How—how pretty she is ?

What—what's wrong with you ?

A natural speaker doesn't mind this type of starting trouble of speech. Because he knows that this is an integral part of speech. These speakers may face starting troubles at varying moments. That's why the trouble fails to unnerve the speakers, and they don't feel any kind of perplexity.

Therefore, there is no need to hesitate, and come forward to break the ice of spoken English. You shouldn't try to avoid repeating any of the syllable or word, if it rushes out from your mouth unconsciously. Besides, you should try to scrap or break the uncomfortable silence at the beginning of an information unit or at the start of speech.

To break the silence, you can use any of the following sounds or silence breakers.

Silence breakers : well, oh well, well now, well then, look, now, now look, now then, right, all right, right then, all right then, okay then, yes, no.

Sounds : oh, ah, eh, ehm, hm, mm.

The silence breakers cited above are infact empty words, and their lexical meanings have no significance or relevance to the utterance of idea-units. But these silence breaker words extend good help to crash your hesitation at the start of an utterance. You can call a silence breaker as a discourse marker too.

Now examine the silence breakers or discourse markers one-by-one.

(1) Well

Well—thank you for your kind cooperation.

Well—shall I go now ?

They told the show was a great success. Well—I don't want to make any comment.

Will she return it back till Monday ? Well—I'm not sure.

I don't think she would be able to sing it. Well—she has never sung it before.

(2) Oh well

The players are going to fight again. Oh well—you can't stop them to do so.

The students Gheraoed the Principal again. Oh well—it has become a normal feature now-a-days.

(3) Well now

**You should mix both of them together. Well now—
don't use any water yet.**

**You must practise cricket for a week. Well now—
don't try to play other games during these days.**

(4) Well then

**There were four ladies in the party. Well then—one
of them was Mukesh's wife.**

**First you finish your homework. Well then—you
can take up other job thereafter.**

(5) Look

**Look—Ramesh, you mustn't quarrel again with your
brother.**

Look—Sangita, it isn't good to play all the time.

(6) Now

Now—You can go now.

Now—We don't wish to lend any money to them.

(7) Now look

Now look—Why do you not try to do it ?

Now look—We can start up our new project.

(8) Now then

**He said he didn't see her purse. Now then—if its
true, where did that go ?**

**If they wish to sing here. Now then—they must
make a definite programme.**

(9) Right

Right—let's go now.

Right—you can leave your luggage here.

(10) All right (alright)

All right—write it if you can.

All right—you can start it at your convenience.

(11) Right then

We'll see you again, O.K.—right then.

I'll try to attend your marriage party—right then.

(12) All right then

All right then—what were they doing all. There were about ten of them.

All right then—I am not ready to go there.

(13) Okay

Okay—will you show it again ?

Okay—you can take this book.

(14) Okay then

Okay then—we decided to drop that plan.

Okay then—you can take up that new assignment.

(15) Yes*

He is a dull fellow, yes—but he is very honest.

She is a smart girl, yes—but she is very cunning.

(16) No

She couldn't have completed it. No—she'll take it up only tomorrow.

You can't go now. No—you must finish it up first.

(17) Oh

He is going to gift us a bike. Oh—who would believe it.

She had won the first prize. Oh—its really wonderful.

(18) Ah

I'm really sorry for it. Ah—forget it.

He couldn't qualify the test. Ah—poor fellow.

(19) Eh

Eh—Raj, the programme is at six.

Eh—Bobby, you've to come positively in my party.

(20) Ehm

Ehm—show me your new Jacket.

Ehm—I can't believe on your story.

(21) Hm

Hm—I'll try to come early.

* You can pronounce it as 'YEAH' in casual style.

Hm—why should I give you my new book ?

(22) Mm

Mm—It's really a fantastic idea.

Mm—You aren't that sort of boy.

There are some more silence breakers or discourse markers like 'eh—look', 'eh—yes', 'ehm—now then', 'yes—now', 'yes—well', 'ehm—now then', 'well—ehm', 'now—eh', 'well—you know', 'well—you see', 'mind you—ehm', and so on.

You can make use of these discourse markers in your conversation as per the need or demand of the context. There's no any hard and fast rule for application of them. You can use the silence breakers or discourse markers as fillers too.

Chapter in Nutshell

- Spontaneous speech making is an impromptu action, i.e., speech without planning, preparation and organisation in advance, thus having uniqueness of make-shift improvisation—composition and speech of your idea-units simultaneously.
- Spontaneous speech confers you the freedom of arranging your speech in various styles like (a) Topic-comment order, (b) Comment-topic order, (c) Repetition of References, etc.
- It's the spontaneous speech that provides you better chances for (a) Self-correction, (b) Fronting, (c) Appendages, (d) Addition of Afterthoughts, (e) Use of fragments, etc., thus, you've the appreciable freedom of speech.
- Comment clauses play the commendable role in composition as well as correction in spontaneous speech.
- The Hallmark of spoken English is imprecision and vagueness.

13

Beautify Your Speech with Drops

Now it must be clear to you that there's an apparent distinction between spoken English and written English. And you know that during conversation, context plays an important role, and the listener grasps the subject-matter or message from the contexts.

Thus, conveyance of message through speech doesn't need any load of grammatical insistence. Therefore, whenever you experience any bulk in to be spoken message or deliverance, you're free to shred off that extra bulge with the help of contextual drops.

Contextual droppings of words from the speech is a common and accepted feature of spoken English. Till now you have been in practice of enriching English—literally and linguistically by adding something that is called collectively as grammar. And you were successful to make your English perfect on inscription or writing front. Now it's the time to beautify your English speech not by adding something usual or unusual but by dropping something.

Let's drop.

(1) I-We-You-They-He-She-It

Look at the following word-groups and the intended drops given within the brackets :

Group 1.

She asked me if I was going. (I) said 'no'.

He's in IIT, Bombay. (I) hope he's doing well (there).

We gifted 100 kg. sugar. (We) believe it's enough.

We saw a long-curly-haired boy. (We) thought he was Remo Fernandez.

You were at the party. (You) looked very smart.

You were in the saffron dress. (You) looked like a saint.

I called both of them. (They) wished to see me.
Both were here yesterday. (They) looked very happy.
He is coming tomorrow. (He) wants some money.
Shopkeeper was cheating him. (He) trusts everybody.
She likes sweets. (She) takes daily.
She saw the movie. (She) told me (about it).
He purchased a Hero Honda. (It) costs him 38,000/- rupees.
She has an Alsatian (dog). (It) barks loudly.

Group 2.

Why has he sent it ? (I) haven't asked for it.
Why I give him my book ? (I) don't like him.
Where should we go ? (We) haven't any proper address.
How can we be held responsible ? (We) haven't done it.
Why should we come to your home ? (You) haven't invited us.
The behaviour you did. (You) wouldn't expect too.
They're not well. (They) can't come over here now.
They are disturbed now-a-days. (They) won't be able to sing.
He informed me. (He) is not coming office today.
He met with an accident. (He) won't be able to play.
She's very lazy. (She) doesn't take interest in any work.
How can she do this sum. (She) doesn't know about Maths.
How can I write on this paper. (It) isn't a smooth one.
This watch has been smashed badly. (It) can't be repaired.

Group 3.

Payment has become due. (I) must pay (it) now.
I've to face the interview. (I) ought to have a new pair of shoes.
Though they didn't invited us in their party. (We) must invite them.
The meeting is very important. (We) ought to be at right time there.

We won't wait for long. (You) must come early.
 Your dress is very dirty. (You) ought to be well dressed.
 I've already recommended them. (They) must approached too.
 I know them well. (They) used to be my class-fellows.
 He wouldn't pass his exam. (He) must be very careful about his study.
 I'll start in the early morning. (He) ought to have got up early in the morning.
 She didn't listen you. (She) may be doing something.
 She ate a little food. (She) used to take the milk.
 Did you see it ? (It) must be good.
 Cielo is sold heavily. (It) ought to be fine vehicle then.

2. Am-Is-Are-Was-Were

These words are not dropped alone. You can drop these words alongwith 'I', 'We', 'You', 'They', 'He', 'She' and 'It'. For example,

Where may she be ? (I am) eager to see her.
 I can't wait too much ? (I am) in hurry.
 He has come late again. (He is) very dull chap.
 Everyone likes her. (She is) really a loveable child.
 They'll positively be here by 2 O'clock. (They are) anxious to see you.
 They always make a fun of others. (They are) very naughty boys.
 He played cricket nicely. (He was) a dedicated player.
 Where is that girl who lived here ? (She was) a very innocent girl.
 They used to come here very often. (They were) very gentle fellows.
 Somebody looked them last night. (They were) poor peasants.

3. Has-Have-Had

Has, Have, Had are also not dropped alone. These words are required to be dropped alongwith naming words, i.e., I-We-You-They-He-She-It. For example,

Can you tell me where he is ? (He has) left for Sydney.

She isn't living here now. (She has) shifted to other colony.

I think, I know that girl. (I have) met her somewhere.

What's the progress of work. (You have) completed it by now, I hope.

Last week, I couldn't use my scooter. (It had) broken down.

Last year, they were away for two months. (They had) gone for training to Dehradun.

4. Shall-Will

The twins—'Shall and will' can also be dropped, but they can be dropped alongwith I-We-You-They-He-She-It. For example,

I need it for practical exams. (I shall) return it to you after that.

I'm very busy, please go now. (I shall) call you later on.

Though it's a difficult problem. (We shall) try to solve it.

He is in hurry to go to Delhi. (He will) meet you next day.

She has finished her work. (She will) write the letter now.

They'll come back tomorrow. (They will) bring parcel with them.

5. A-An-The

During conversation, you can drop even 'A', 'An' and 'The'. But these elements are usually dropped with and including 'This is', 'That is', 'It is', 'He is', 'She is', 'They are', 'This was', 'That was', 'It was', 'He was', 'She was', 'They were', 'That will'. For example,

Please pick it for me. (This is a) tool of mine.

You're going to zoo. (That is a) good picnic spot too.

Have you seen the Taj ? (It is a) beautiful building.

Do you know that boy ? (He is a) very naughty boy.

My sister has painted it. (She is an) extra-ordinary artist.

They won't be coming in party. (They are the) busiest executives.

The palace has renovated completely. (This was an) unattractive building once.

Did you see the cutlery lying in the cupboard. (That was the) useless absolutely.

I saw her dance yesterday. (It was an) unforgettable performance.

Yesterday night a man met with an accident. (He was an) honourable member of society.

I saw a beautiful girl yesterday. (She was a) nice dancer.

We couldn't recognise them. (They were the) Hockey Champions of Hero Cup, 1993 and 1994.

You must see tomorrow's programme. (That will be) very exciting one.

6. There

It's the real beauty of English speech that during your conversation, you have the liberty to drop something. Now you see, how you can drop the 'There'. For example,

Please wait for a moment. (There is) something I want to give you.

You'll certainly get it. (There are) so many shops here.

I heard my brother's scream. (There was) a Cobra in his bag.

I was selected for that only post. (There were) more than 50 interviewees, you know.

The programme was a great success. (There has been) no any problem so far.

That was one of the best music systems till then. (There have been) no competitor to beat that.

Would you please come tomorrow. (There will be a) musical programme here.

7. Dropping of Words from Questions

You can unload your questions too and can relieve your organs of speech by drops. Have a look and see how you can do so.

Things to Remember

- **Dropping of words is a very common feature in day-to-day-conversation by a natural speaker of English.**
- **Dropping of words gives required continuity to your speech and helps you to keep up the flow of idea-units.**
- **By dropping the words in right perspective, you won't sound like bookish and pedantic.**
- **Read the word-groups aloud, dropping the words given in brackets.**

Group 1.

- (Is) she ready ?**
- (Is) he really coming today ?**
- (Are) you angry with me ?**
- (Are) they fighting with each other ?**
- (Was) he at the station ?**
- (Was) she at the top of merit list ?**
- (Were) you in the market ?**
- (Were) they studying properly ?**
- (Does) he like to eat it ?**
- (Does) she want this pen ?**
- (Do) you have to go now ?**
- (Do) we have to finish it ?**
- (Did) he ask her something about ?**
- (Did) she buy it yesterday ?**
- (Has) he sold it to you ?**
- (Has) she written it ?**
- (Have) you received the offer ?**
- (Have) they constructed the corridor ?**
- (Had) she finished sewing ?**
- (Had) they forgotten their promises ?**
- (Will) he visit here again ?**
- (Will) she marry him ?**
- (Shall) I be able to get this contract ?**
- (Shall) we succeed in our effort ?**

At the time of dropping, you are required to note that you should drop grammatical auxiliary verbs alongwith 'I' and 'It' in the following manner.

Say (Am I) late ?	Dont say (Am) I late ?
(Is it a) pen ?	(Is) it a pen ?

Group 2.

Why are you not paying attention to me ? (Am I) saying something improper ?
What are you doing ? (Are you) silly ?
She wanted to marry him ? (Was she) serious about it ?
What did they say ? (Is it) important ?
He wanted to eat chocolates ? (Has he) had any ?
They wanted to go somewhere ? (Have they) left ?
Why have you come back ? (Is it) raining ?
How did she take ? (Did she) ask about it ?
Do you want to read it ? (Shall I) give it tomorrow ?
I wish to have like this one ? (Will it be) available here?

Group 3.

(I am) little fatter, aren't I* ?
(They are) very fond of it, aren't they ?
(We are) very tired now, aren't we ?
(He is) his real brother, isn't he ?
(She is) crying badly, isn't she ?
(It is) going to waste, isn't it ?
(He was) trying hard to win her friendship, wasn't he ?
(She was) dancing efficiently, wasn't she ?
(You were) singing well, weren't you ?
(We were) listening quietly, weren't we ?
(I am a) laborious boy, aren't I ?
(They are a) large group, aren't they ?
(We are a) prominent business guild, aren't we ?
(He is an) efficient mechanic, isn't he ?

* In spoken English and during droppings, use of 'aren't I' is a very common practice.

(She is a) good singer, isn't she ?
(It was an) excellent flower-show, wasn't it ?
(He was a) well-mannered chap, wasn't he ?
(She was an) extra-ordinary swimmer, wasn't she ?
(You were the) leader of your school, weren't you ?
(We were the) most exploited workers of the factory,
weren't we ?
(I) showed my inability to come, didn't I ?
(They) didn't clean the floor, did they ?
(We) read newspaper everyday, don't we ?
(He) plays video games daily, doesn't he ?
(She) went to see movie yesterday, didn't she ?
(It) doesn't make any difference, does it ?
(He has) broken my pen, hasn't he ?
(She) hasn't completed her course, has she ?
(You have) spilled the milk, haven't you ?
(We) haven't a single piece of cloth, have we ?

Group 4.

(The) box is there.
(It) must be very cold in Leh.
(A) friend of mine is coming.
(My) back is paining.
(There is) no sign of rain now.
(It) seems right.
(He) says his brother is an IAS.
(You) won't have any problem.
(It is) no wonder the car wouldn't start.
(Be) careful with that hot iron.
(I'm) going to buy some books.
(It is) pity on you, you couldn't succeed.
(Does) any one need this magazine ?
(Are they) afraid of flies ?
(Do you) wish to have it ?
(Are you) not feeling well ?
(Is) she really sick ?
(Is there) any problem ?

(Are) these enough ?
(Have you) met Neena ?
(Have you) any problem ?
(Is there) anything in the bag ?
(Does) anybody wish to have it ?
(Has) she got enough money ?
(Are you) searching for anything ?
(Do you) feel thirsty ?
(Have you) waited for long ?
(Have) they got any doubt ?
(Is) she listening attentively ?

Chapter in Nutshell

- **Though adding something makes your English effective, but you can beautify your spoken English even by some drops too.**
- **I-We-You-They-He-She-It; Am-Is-Are-Was-Were; Has-Have Had; Shall-Will; A-An-The, and There, can be the extra bulge in your spoken English which requires to be shredded. It is the beauty of English that provides an opportunity to do so.**

14

The Final Touch

In the preceding chapters, you met with almost knacks of spoken English. I believe now that you won't be tongue-tied in English conversation, and you would have been successful in keeping your speech-fluency up.

What do you say ?

You still feel some trouble.

But where at ?

To start the conversation.

Right, it's really troublesome to have problem in starting conversation. Yes, we've missed a very important point to discuss. That is framing up of the Speech Driving Statements. Generally, you called these statements as Questions. And most of the conversations start with it. For example,

What's your good name ?

What's your father ?

Where do you live ? etc.

These are the questions, those keep you in continuous conversation. And do you know why even some of the highly qualified persons are not fluent conversationalists. The main reason is : Those people find it difficult to frame questions instantly during conversation. Sometime they may fail to ask a question at the spur of moment. This situation compelled them to keep mum for some time, and it pretends that they've nothing to ask further.

But the fact is that they may not be able to frame the line of interrogation and to ask the questions to exchange their ideas to keep them in conversation properly. The absence of good hands to frame and to ask questions without hassle and faltering is a big barrier in smooth flow of speech.

Now you just try to recall your school days and class-sessions. What you were doing thereat ? Your teachers were used to teach you. And to examine your learning and comprehension, they were putting some questions before you to answer them. Thus, you had good opportunities and scope to frame the answers, while there were very few chances for you to design the questions.

That was the main reason that you couldn't find enough opportunities to involve yourself in hands-on interrogation. And also you couldn't earn this unique knack of conversational trend.

Therefore, you are required to sharpen now the art of designing interrogative structures. To have the skill in this knack of conversation, it's indispensable to train your organs of speech to utter the interrogative word-groups. Let's examine the following common question frames and read them aloud.

Group 1.

Who* can I ask about this ?
 How can we eat such stuff ?
 Where shall we put the book ?
 Are they awoken yet ?
 Can I trouble you for a moment ?
 What can be happened to us ?
 Have you been there long ?
 What's the name of that boy in Red shirt ?
 What's the diamond-ring worth ?
 Who's to blame ?
 What do you dislike most about this place ?
 Can I speak to Anoop, please ?
 How did her explanation strike you ?
 What's worrying you now ?
 What do you need from me ?
 How soon will it be finished ?
 What do they do (for their livelihood) ?

* In spoken English, 'whom' is not used in questions of this kind.

Can you let us know about the programme ?
Would you mind open the door ?
Was that your car I saw ?
Did he have any luck ?
Will you be coming round evening ?
Where'll she be this time next week ?
What if I don't do it ?
What shall we do about this parcel ?
Is there any chance of your getting a promotion
now ?
Do you mean to tell them she doesn't know it ?
Do you know who that man is ?
Where'll I put this bag ?
How many times did they come here ?
Are you afraid of the dark ?
What sweet do you like most ?
Can I have another try ?
Do you realise that you've done a great mistake ?
Who is that boy over there ?
How long has he been waiting ?
Have you got any idea why she refused to reply ?
How did they come to lose it ?
Is he the boy you told me about ?
Could I ask a few questions ?
Anybody for more Coffee ?
Is she back yet ?
Do you mind if I go early ?
When'll you make up your mind ?
Is it alright (okay) to sign here ?
Whose fault was that ?
Did they win ?
What's the news ?
Did you have to tell everything to them ?
Are you going or not ?

Group 2.

Does this style suit her ?
What's on her mind ?
Have you read anything interesting today ?
What do you advise me to do in this matter ?
Is it okay to send it by Skypak (courier) ?
What suggestions would you like to make ?
How did your winter vacations go ?
Have they got a light ?
What do you think she is doing ?
Can I talk to him for sometime ?
Were you surprised to see her ?
Was Manish to blame for it ?
How good a doctor is he ?
How soon do you want it ?
What'll you wear ?
Would you agree with that attitude ?
Do you like her style ?
Where does Suman live ?
What was to be done ?
Who is it for ?
Have they made up their mind to go for picnic ?
What're the particular advantages of this ?
What salary do you expect ?
How is she finding the new house ?
What is to be done ?
What were the tests like ?
Have they finished the work ?
Whose side is he on ?
How's life ?
Do you think he has forgotten ?
Can I have my suit pressed ?
Can I get something to drink ?
What size is the dining table ?
Whose dress do you think looks sober ?
Can you make any good suggestion ?

What's the nature of your job ?
Could you describe that incidence for me ?
What business is it of theirs ?
How can I learn to swim ?
What does she expect to achieve by this nuisance ?
Do you have to paint yourself ?
Does it mean you think differently ?
What is it about ?
Have you got anything for fever ?
Have you decided what to do ?
Did any of them go there ?
Does he sell sweets ?
When does she want it back ?
Can I give you a piece of advice ?
What kind of lady would you say she is ?

Group 3.

Where did they meet ?
When did he last write ?
Who is she marrying ?
Who did they come with ?
Can you delay it a bit longer ?
How long is the hall ?
Do you require anything ?
May I make a point about this offer ?
Can you help me with your recommendation ?
What I do better than you ?
What shall I do with this broken pen ?
How tall would you say that man is ?
Do you want more sugar for your tea ?
Where are you off to now ?
What would you do if you had a millian rupees ?
Can you spare a few moments for me ?
Do you want to invite them ?
How do you like this place ?
Are there any fruits in the basket ?
What height is the room ?

Can you change me a 50-rupee note ?
Who does she plan to go with ?
When did you go to college ?
Did you hear any strange voice ?
Is it worth buying ?
Is something the matter ?
If you're not too busy could I ask you to do it ?
Just what are they objecting to ?
Any time to spare day after tomorrow ?
Do you like your coffee with or without sugar ?
Why not discuss it with me ?
Which seat should I sit in—this or that ?
Which would be the better—this or that ?
What time will I be in Delhi, if I take a bus ?
What do you think of that fridge ?
What qualities do you think a manager should have ?
Could you let me know where that is available ?
What do you think of this ?
Is he here yet ?
Why hasn't he had a taxi ?
How long will this take ?
What has he been doing since he resigned ?
How do you like this season ?
What's your view on her decision ?
What time is best ?
Would you like to buy one more ?
What are you going to tell them ?
How early did he get there ?
Are you free this Sunday ?
Where can she have gone ?

Group 4.

Is your typewriter in working order ?
Do you think they are serious ?
What is she afraid of ?
Can I pay by cheque for it ?
Can you imagine what she might do ?

Had he been there ?
Could I have made a mistake ?
How early did you get there ?
What do you like to do on holidays ?
Do you read comics in your spare time ?
What's your opinion on this ?
Who does he work for ?
Can I have it for two weeks ?
Can it be Priyanka ?
Could you give me more tea ?
Who paid for the lunch ?
What magazine do you read ?
Why argue with her ?
Anything else to be done ?
How much will you charge for dry-cleaning ?
What do they charge ?
Is anybody in the room ?
What was it like in London ?
Can you think of any way of doing that ?
Who has got it wrong ?
Do you know of an eye-specialist around here ?
Isn't it a horrible waste of time ?
Who can be that on the line ?
What are the alternatives ?
Do you own a bike ?
Have you got time to visit there ?
Who would like to begin ?
How about asking him ?
If you know the answer, why didn't you speak up ?
What time will you come ?
Shall I go now ?
Have you ever seen a white Tiger ?
Can you hear me ?
Could you wait a little longer ?
Can you come for a drink tomorrow ?
Can you recommend a good hotel in Hyderabad ?
Who keeps the keys ?

What would happen if I refused to obey ?
How many people was he able to meet ?
Would you like me to help you with this ?
Is that all ?
Won't her father be angry ?
What date is today ?
Would you like to start now ?
Isn't it rather expensive ?

Group 5.

How'll you deal with this matter ?
How long do you want her to stay ?
Are they ready yet ?
Which would you choose, if you were me ?
What kind of furniture is that ?
How many passengers does this taxi take ?
Have you got any brothers or sisters ?
How do you use to take notes in the class ?
Have you anything to say ?
Can you prove that I am wrong ?
Whose pen is this ?
Is she inside ?
Are you there ?
Did you all go straight to party afterwards ?
Which of these three would you choose ?
Would you mind switching the fan off ?
How do you start this drill ?
What are the office hours ?
What would you advise ?
Supposing it's blowing hard, what would you do ?
Are these guavas ?
How would you feel if you were ignored ?
Have you heard anything about her ?
Did anybody call me ?
Do you think she is going to be elected the mayor ?
What's the point of inviting her, if she won't come ?
What do you call that one you use to shine your shoes ?

What's her attitude towards it ?
Where has she been all this time ?
Did you count your change ?
Haven't you always wanted to go to Ooty ?
Have you been to Bangalore recently ?
Who's the best person to ask ?
What got her to change her mind ?
What explanation do you give for it ?
Would you get me some oranges on your way back ?
Which's your seat ?
How did he get on ?
How was he looking ?
Do you think you could help them with this ?
Is there enough food-grains ?
Is there any vacant seat ?
Why not wear a shirt ?
Do you feel like taking a bath ?
Who is behind all these disturbances ?
Is there anything they want ?
Could you help me with the cleaning up ?
Is it customary to do like this ?
Now what do you have to do ?
Is she very bright ?

Group 6.

Who would know about such matters ?
Have you any objection ?
Are you with us or against us ?
Where does he come from ?
When can you let us have it back ?
Are you certain he cried ?
Why were you smelling that ?
Any ideas for the holidays ?
What programme you have for the weekend ?
Is it an out-of-the-way place ?
Seen any good movie during last week ?
Is she badly hurt ?
Was there any person there ?

When can you do it for me ?
What would you have done, if you were in the same situation ?
Is that the reason he failed ?
What's the paper today ?
What're the today's plans ?
What's behind all that number ?
What did you think of her speech ?
Do you like jogging ?
How did the fire start ?
Will this question-bank do ?
Will you assist me check the accounts ?
Are you for or against this proposal ?
What would you prefer to do ?
Why so serious ?
Is she well known ?
What're you doing this Sunday ?
How much do you want for this house ?
Can he do some shopping for me ?
Who're there ?
Have you any money with you ?
Can you come tomorrow ?
Is there anyone who doesn't like it ?
How much did you get for it ?
Is it true that he is transferred ?
Do you think that they were right ?
Was she surprised ?
Who told you we were short of money ?
What's so special about it ?
Would you prefer to sit here or inside ?
How does she find it ?
What sort of picnic did they have ?
Does he always get angry ?
Has she telephoned yet ?
Could you stick to this point please ?
How about six O'clock ?
Could you talk a bit more quietly ?
Are you free or busy ?

Things to Remember

- To Speak English Fluently, don't try hard to use very new or extra-ordinary word-groups at this stage.
- Never try to go after colourful expressions and structures you see in the news papers, books or you hear over the radio or TV, to convey your message effectively to the listener.
- Always speak in spoken English and avoid speaking in written English.
- Always speak in small structures or in chunks; and try to avoid very lengthy word-groups or idea-units.

Things to Do

- Think of the contexts or situations in which you can frame the questions and can use them in your day-to-day conversation.
- Select about 20 questions from this chapter or frame your own questions every day. And create or look for contexts or situations to use them.
- Speak English Fluently the Rhythtech way to ensure your success.

Let Yourself Boost an Extra Confidence

You are required to boost up your confidence now. Your confidence can be puffed up with the help of one very little knack. And the little knack is 'enough use of phrases'.* Yes, by using phrasal verbs, you can succeed to give an extra lustre to your speech fluency.

Given herebelow is the list of selected phrasal verbs. Go through them carefully and 'read out'† them. There is no need to learn them by heart. Just go through them, and try out to find the contexts to use them accordingly.

Account for	=	to explain the cause of
Act on	=	to exert influence on
Act out	=	to play as an actor

* For detailed study of phrases, please refer to 'The world of Idioms and Phrases', published by Upkar Prakashan.

† To read aloud.

Act up	= to behave badly
Answer back	= to reply arrogantly
Answer for	= to be responsible for
Ask after	= to enquire about health
Ask for	= to invite trouble
Back away	= to reverse away
Back down	= to abandon one's opinion or position
Back out	= to move out backwards
Back up	= to give support to
Bargain for	= to expect
Bear out	= to corroborate
Bear up	= to keep up one's spirits
Bear with	= to make allowance for
Blow down	= to knock down
Blow out	= to extinguish by blowing
Blow over	= to pass away, as a storm
Blow up	= to lose one's temper
Boil over	= to spill-over after boiling
Break away	= to go away, escape
Break down	= to collapse, in tears; to fail completely
Break in	= to enter violently, to interrupt
Break off	= to detach by breaking, end suddenly
Break off with	= to have no further relation with
Break out	= to get out by breaking; to burst into speech
Break through	= to overcome an obstacle
Break up	= to disintegrate, destroy or upset completely
Bring about	= to cause to happen
Bring back	= to return something
Bring in	= to introduce something
Bring off	= to achieve
Bring out	= to make clear; to put before the public
Bring over	= to convert
Bring round	= to win over; to restore from illness

Bring together	= to bring into contact
Bring up	= to rear or educate; to vomit
Brush off	= to ignore, dismiss
Brush up	= to clean and tidy; to renew one's knowledge of
Build up	= to create, acquire, consolidate
Burst in	= to enter suddenly into a room or into conversation
Burst out	= to start violently into, e.g., scolding etc.
Burst up	= to quarrel or disrupt
But in	= to interrupt
Button up	= to fix or close by doing up buttons; to ready for action
Buy off	= to get rid of by paying
Buy over	= to bribe
Call away	= to summon to carry on another activity
Call back	= to visit again; to telephone again
Call by	= to visit in passing
Call down	= to invoke; to rebuke
Call for	= to ask loudly for; to demand; to require
Call in	= to visit; to demand repayment of
Call of	= to abandon; to cancel
Call on	= to make a short visit; to appeal to
Call out	= to challenge to fight a duel
Call over	= to read aloud (a list)
Call round	= to visit casually
Call up	= to summon; to mobilise
Care about	= to be concerned
Care for	= to attend; to look after
Carry away	= to deprive of self-control by exciting the feelings; to transport
Carry it	= to behave, demean oneself;
Carry off	= to cause the death of; to gain, to win
Carry on	= to continue; to have an affair

Carry out	= to accomplish; to complete a task
Carry over	= to postpone to next occasion
Carry up	= to continue a building upward
Cart off	= to remove
Carve up	= to divide; to injure a person esp. by slashing with a razor.
Cash in on	= to turn to one's advantage
Cast about	= to look about; to search for
Cast away	= to waste; to wreck
Cast back	= to revert
Cast down	= to deject; to turn downward
Cast off	= to reject
Cast out	= to quarrel
Cast up	= to throw up; to turn up
Catch on	= to comprehend; to become popular
Catch out	= to detect in error or deceit
Catch up	= to draw level and sometime over-take
Chase up	= to pursue for a purpose
Check in	= to arrive at a hotel
Check out	= to give up one's room and leave a hotel
Check over	= to inspect carefully
Check up	= to examine or verify
Clear off	= to get rid of, dispose of
Clear out	= to empty, a drawer etc.
Clear up	= to explain; to make or to become clear
Close down	= to give up business; to come to stoppage of work
Close with	= to accede to; to accept ; to grapple with
Clutter up	= to make untidy by cluttering or crowding with many things
Colour up	= to blush, flush
Come about	= to happen
Come across	= to be understood; to meet or find by chance
Come across with	= to provide

Come at	= to attack; to reach
Come by	= to pass; to obtain; to come near, in
Come down	= to descend; to be reduced, e.g., prices etc.
Come down upon	= to punish, to rebuke
Come down with	= to become ill with (a disease)
Come for	= to attack; to arrive in order to collect
Come forward	= to identify oneself
Come high	= to cost much
Come low	= to cost little
Come of	= to descend from; to become of
Come off	= to come away; to turn out; to pay up
Come on	= to advance; to proceed; to thrive; to appear e.g., on T.V.
Come out	= to result; to be published; to become known
Come out with	= to say; to utter, to exclaim
Come over	= to surpass; to befall
Come round	= to retain consciousness; to visit casually
Come round to	= to begin to accept or appreciate
Come short	= to fail
Come short of	= to fail to attain
Come to	= to obtain; to amount to; to recover consciousness
Come true	= to be fulfilled
Come up against	= to encounter; to be faced with a problem
Come upon	= to attack; to affect; to meet
Count for	= to signify
Count in	= to include
Count on	= to rely on
Count out	= to exclude
Count up	= to find out the total
Crack a joke	= to utter a joke with some effect
Crack down on	= to take firm action against; to suppress

Crack up	= to praise; to fail suddenly; to go to pieces
Cross out	= to delete from a list etc.
Cry down	= to decry
Cry off	= to withdraw from an agreement
Cry on	= to call upon
Cry out for	= to be in urgent or obvious need of
Cry up	= to praise
Cut across	= to take shorter way
Cut back	= to reduce, e.g., expenses etc.
Cut down	= to curtail; to reduce, e.g., expenses etc.
Cut in	= to interpose; to interrupt
Cut off	= to disconnect; to stop flow of supplies, communication etc.
Cut out	= to shape; to debar; to give up a habit
Cut short	= to abridge; to silence by interruption
Cut up	= to cut into pieces; to criticise severally
Dab on	= to apply in small quantities
Deal in	= to do business or trade
Deal with	= to have to do with, to take action in regard to
Dig in	= to work hard
Dip in	= to take a share
Dispose of	= to settle what is to be done with; to make an end of; to part with; to sell
Do away with	= to abolish; to destroy
Do by	= to act towards
Do down	= to put down; to cheat
Do for	= to suit; to provide for; to ruin; to kill
Do in	= to murder; to exhaust; to deceive
Do out of	= to deprive
Do over	= to do again; to beat up

Do up	= to fasten up; to redecorate
Do well	= to prosper; to be justified
Do with	= to make use of; to meddle with
Do without	= to dispense with, not to be dependent on
Draw in	= to reduce, contract; to become shorter; to slow down and stop, e.g., car etc.
Draw on	= to approach; to pull on
Draw out	= to leave the place; to take money out of Bank account
Draw up	= to prepare a written statement; to stop
Dream up	= to plan in the mind, often unrealistically
Drop across	= to come across to visit
Drop away	= to depart, disappear
Drop back	= to fall behind in performance
Drop by	= to visit casually
Drop down	= to sail, move or row down a coast
Drop in	= to come, fall, set etc. in casually
Drop off	= to fall asleep; to diminish
Drop out	= to disappear from one's place; to withdraw esp. from an academic course
Dry up	= to stop talking; to lose inspiration
Eat away	= to destroy gradually
Eat in	= to corrode; to consume, use up
Eat out	= to eat in a restaurant
Egg on	= to encourage
End up	= to finish (with, by); to come to an end, usually unsatisfactory
Face out	= to carry off by bold looks
Face upto	= to face, to accept the challenge
Fall about	= to laugh hysterically
Fall across	= to meet by chance

Fall away	= to decline gradually, to dwindle, to grow lean, to waste away
Fall back	= to retreat, give way
Fall back on	= to depend on for support
Fall behind	= to lag behind; to get in arrears
Fall flat	= to fail completely
Fall for	= to be taken in by (a trick etc.); to be duped by
Fall in with	= to concur or agree with; to comply with
Fall off	= to deteriorate; to perish; to die away
Fall on	= to begin eagerly; to make an attempt, to meet
Fall out	= to quarrel
Fall over	= to go to sleep; to go over to the enemy
Fall through	= to fail, come to nothing
Fall to	= to begin hastily; to begin to eat
Fed up	= to be tired, bored, depressed
Feel like	= to be in the mood for
Feel up to	= to feel equal to, or capable of
Fight down	= to suppress or restrain, e.g., an emotion
Fight off	= to resist, repel
Fill in	= to act as a temporary substitute; to add what is necessary to complete
Fill up	= to fill to the full, by addition of more
Finish off	= to conclude; to kill
Fish for	= to seek
Fix on	= to single out, decide for
Fix up	= to arrange; to settle; to put to rights, attend to
Flesh out	= to give substance to; to elaborate on (an idea etc.)
Fling away	= to waste
Fly high	= to aim high, be ambitious
Fly open	= to open suddenly or violently

Fold up	= to make smaller by folding; to end in failure
Follow out	= to carry out
Follow up	= to pursue an advantage closely
Get about	= to travel, go visiting; to be mobile and active
Get across	= to communicate successfully
Get ahead	= to make progress, advance
Get along	= to get on
Get at	= to reach, attain; to attack verbally
Get away	= to leave, escape, convey away
Get away with	= to pull something off; to go unpunished
Get back at	= to have one's revenge on
Get by	= to succeed in passing; to survive
Get down	= to alight; to depress
Get in	= to come in; to join
Get off	= to escape; to learn, to remove clothes, to gain the affection of someone of the opposite sex with
Get on	= to proceed, advance, to prosper, to agree, to put on clothes
Get out	= to leave, e.g., a room etc.; to escape
Get over	= to recover from; to surmount
Get round	= to persuade, talk over; to circumvent
Get round to	= to bring oneself to do (something)
Get there	= to achieve one's object, succeed
Get through	= to finish; to pass a test, to complete; to make contact by phone
Get through with	= to finish completely with a feeling of relief
Get together	= to meet for social intercourse or discussion

Get up	= to rise from bed; to arrange; to prepare
Give away	= to give for nothing; to betray
Give back	= to return; to restore
Give ear	= to listen (to)
Give forth	= to emit; to publish; to expatiate
Give in	= to yield, surrender; to hand in something
Give off	= to emit, e.g., a smell
Give out	= to report; to emit; to distribute to individuals
Give over	= to transfer; to cease
Give up	= to abandon; to surrender; to stop doing
Go about	= to pass from place to place; to seek
Go ahead	= to proceed at once, to continue
Go along with	= to agree with, support
Go aside	= to err; to withdraw; to retire
Go at	= to attack vigorously
Go back on	= to betray, fail to keep (promise, etc.)
Go by	= to pass by, base judgement on
Go down	= to sink; to decline; to be swallowed, believed or accepted (with pleasure); to fail to fulfil one's contract
Go down with	= to contract (an illness)
Go far	= to go long way; to achieve success
Go for	= to assail; to set out to secure; to fetch
Go hang	= to forgotten, neglected
Go in	= to enter; to assemble regularly
Go in for	= to make a practice of; to take part in
Go it	= to act in a striking or dashing manner
Go off	= to leave, depart, go bad, e.g., milk etc.
Go on	= to continue; to proceed; to behave; to fare

Go on for	= to approach
Go out	= to stop burning; to become unfashionable
Go over	= to revise; to recall; to pass in review
Go through	= to perform to the end; to examine in order; to perform successfully
Go through with	= to complete
Go under	= to become submerged, or ruined; to die
Go up	= to ascend; to be erected; to increase; e.g., price
Go with	= to accompany; to agree with, accord with
Go without	= to manage without
Grow on	= to gain a greater hold on
Grow out of	= to issue from, result from, to become too big for
Grow to	= to advance to, come to (of milk)
Grow up	= to advance in growth; to spring up
Hammer down	= to fix down with nails by hammering
Hammer in	= to fix in by hammering
Hammer out	= to remove out by hammering
Hand back	= to return; to restore
Hand in	= to give in, or submit by hand
Hand on	= to pass to next person, group or generation
Hand out	= to distribute; to offer
Hand over	= to transfer, to relinquish possession of
Hang about	= to wait idly; to loiter; to stay, persist
Hang back	= to show reluctance
Hang fire	= to hesitate; to be slow in taking effect
Hang off	= to let go, to hold off
Hang on	= to wait, to grip firmly
Hang out	= to display, as a sign, to lodge or reside

Hang over	= to project over or lean out from
Hang tough	= to stay resolute or determined
Hang up	= to delay, to suspend; to replace a telephone receiver; to break of communication
Have in	= to have people in one's home, e.g., visitors
Have it	= to prevail, to exceed in any way, to get punishment
Have on	= to wear; to take in; to have as an appointment; to deceive; to tease; to mislead
Have out	= to have extracted or removed
Have up	= to call to account before a court of justice etc.
Hear of	= to listen to
Hear out	= to listen (to some one) until he has said all he wishes to say
Hit back	= to resist actively, strike in again
Hit it	= to find, often by chance, the right answer
Hit on	= to come upon, discover, devise; to single out
Hit out	= to strike out, esp. with the fist
Hold back	= to withhold; to restrain; to hesitate
Hold by	= to believe in
Hold forth	= to put forward; to show; to speak in public
Hold in	= to restrain, check, suppress
Hold off	= to keep at a distance
Hold on	= to persist in something
Hold out	= to endure, last; to continue resistance; to offer
Hold over	= to postpone; to keep possession of (land or house beyond the term of agreement)
Hold up	= to raise; to keep back; to endure; to bring to expose; to exhibit; to stop

Hunt out	= to seek out
Hush up	= to be silent; to suppress
Idle away	= to waste (time)
Join in	= to take part; to participate
Join issue	= to begin to dispute
Join up	= to link together; to connect; to unite
Jumble together	= to mix, compound
Jump at	= to accept with enthusiasm, eagerness
Jump off	= to complete in another, more difficult round
Keep at	= to persist in anything
Keep back	= to cause to stay at a distance, to withhold
Keep down	= to restrain; to repress; to remain low
Keep from	= to abstain from; to remain away from
Keep in	= to prevent from escaping, to conceal, to restrain
Keep off	= to stay away or refrain from
Keep on	= to continue
Keep to	= to stick closely; to confine oneself to
Keep up	= to retain one's strength or spirit; to support, prevent from falling, to maintain in good condition
Knock about	= to mistreat physically; to saunter, loaf about
Knock back	= to drink, eat; to cost
Knock down	= to demolish; to fell with a blow, to reduce in price
Knock off	= to stop (work), to deduct, to steal, to kill
Knock out	= to dislodge by a blow, to overcome, demolish, to overwhelm with amazement, admiration etc.
Knock up	= to rouse by knocking, to weary out, to be worn out, to construct or arrange hastily

Knuckle down	= to set oneself to hardwork
Knuckle under	= to yield to authority, pressure etc.
Laugh at	= to mock, get amused about, to dismiss one as unimportant
Laugh off	= to treat as of no importance
Lay aside	= to discard; to put apart for future use
Lay at	= to endeavour to strike
Lay by	= to save; to keep for future use; to dismiss
Lay down	= to give up; to deposit, as a pledge; to formulate
Lay on	= to install a supply of; to provide
Lay out	= to display; to expend; to plan; to fall
Lay up	= to store up; to preserve; to confine to bed or one's room
Lead off	= to begin or take the start in anything
Lead on	= to persuade to go on; to draw on
Lead up to	= to prepare for by steps or stages; to play in challenge to, or with
Leave in	= to allow to remain
Leave off	= to desist; to terminate; to give up using
Leave on	= to allow to stay in place or position
Leave out	= to omit, exclude
Let down	= to allow to fall, to lower
Let fall	= to drop
Let in	= to allow to enter
Let off	= to allow to go free or without exacting all
Let on	= to allow to be believed, to pretend, to reveal
Let out	= to allow to get free or to become known
Let up	= to become less, to abate
Light up	= to light one's lamp, pipe, cigarette etc.

Live down	= to survive, to manage to forget
Live for	= to attach great importance to
Live on	= to live by feeding upon, to survive, to continue
Live through	= to undergo a period of strain
Live up to	= to rule one's life in a manner worthy of
Loaf about	= to idle around
Look after	= to take care of, to seek, to expect
Look at	= to examine, to consider; to inspect
Look down on	= to despise; to hold in contempt
Look for	= to search for
Look forward to	= to anticipate with pleasure
Look in	= to visit; to make a short call; to watch T.V.
Look into	= to investigate; to inspect closely
Look out	= to show, appear; to be watchful; to look for and select
Look over	= to examine cursorily; to over look or pass over
Look round	= to visit; to inspect
Look through	= to look over; to scan
Look up	= to search for, refer to; to improve
Look up to	= to feel respect or veneration for; to admire
Lose out	= to suffer loss or disadvantage; to fail to acquire something desired
Make down	= to turn down the sheets and blankets of
Make for	= to set out for, seek to reach; to favour
Make it	= to reach an objective; to become a success
Make off	= to decamp; to escape
Make off with	= to run away with
Make on	= to make much of

Make out	= to descry; to comprehend, understand; to prove; to seek to make it appear; to draw up; to achieve; to fill up; to succeed
Make out of	= to interpret (a situation or statement)
Make over	= to remake, reconstruct; to transfer
Make up	= to fabricate, to feign; to collect; to put together; to parcel; to arrange; to become friends again; to repair; to complete, supplement; to compensate
Meet up	= to meet, by chance or with an arrangement
Meet with	= to come to or upon, esp. unexpectedly; to encounter
Mess about	= to potter about; to behave in a foolish or annoying way; to upset, disturb
Mess up	= to make a mess of; to spoil; to confuse
Miss out	= to lose; to miss completely; to omit; to fail to take part
Mix it	= to fight forcefully
Mix up	= to involve; to be confused; to prepare by mixing thoroughly
Muster in	= to enroll, receive as recruits
Muster out	= to discharge from service
Nod off	= to fall asleep
Nod through	= to allow to vote by proxy (in Parliament)
Open fire	= to begin to shoot
Open out	= to make or become more widely open; to expand; to disclose; to unpack; to develop
Open up	= to open completely; speak frankly; to unfasten
Pass away	= to come to an end, go off; to die; to elapse

Pass by	= to move, go beyond or past; to ignore or overlook
Pass for	= to be mistaken for or accepted as
Pass off	= to disappear gradually, e.g., pain; to palm off; to impose fraudulently
Pass on	= to go forward; to proceed; to die, to go off; to complete military training, to faint
Pass through	= to undergo, experience
Pass up	= to renounce, to have nothing to do with
Pay back	= to pay in return (a debt); to give tit for tat
Pay for	= to make amends for, to suffer for; to bear the expense
Pay in	= to contribute to a fund; to deposit money in a bank account
Pay off	= to pay in full and discharge; to take revenge upon, to yield good results, justify itself
Pay out	= to cause to run out, as rope; to disburse
Pay round	= to turn the ship's head
Pay up	= to pay in full; to pay arrears
Pick at	= to find fault with
Pick off	= to select from a number and shoot; to detach and remove
Pick on	= to single out; to carp at; to nag at
Pick out	= to make out, distinguish; to pluck out
Pick over	= to go over and select
Pick up	= to lift from the ground, floor etc; to recover after an illness; to learn or acquire without difficulty
Pile up	= to run ashore; to accumulate
Pin down	= to secure with a pin, to locate, limit, restrict; to confine, trap in a position

Pin up	= to fix up with a pin
Play about	= to behave irresponsibly, not seriously
Play along (with)	= to cooperate, agree with, usually temporarily
Play at	= to engage in the game of; to practise without seriousness
Play back	= to replay an audio or video cassette
Play ball	= to cooperate
Play down	= to treat (something) as less important than it is
Play out	= to play to the end, to wear out, to exhaust
Play up to	= to act so as to afford opportunities to; to flatter
Puff up	= to swollen with pride, presumption or the like
Pull about	= to treat roughly
Pull back	= to retreat, withdraw
Pull down	= to take down or apart; to demolish; to bring down
Pull in	= to draw in; to make fighter
Pull off	= to carry through successfully
Pull out	= to draw out; to drive a motor vehicle away from the side of the road or out of a line of traffic
Pull up	= to pull out of the ground; to halt, to take to task; to arrest
Put about	= to publish, circulate; to distress
Put across	= to carry out successfully, bring off
Put away	= to renounce; to divorce; to imprison; to set aside
Put back	= to push backward; to delay; to repulse
Put down	= to crush, quell; to kill; to degrade; to enter, write down on paper; to attribute; to give up
Put for	= to make an attempt to gain

Put forth	= to extend; to propose; to display; to produce
Put forward	= to propose; to advance
Put in	= to introduce; to insert; to lodge; to appoint
Put in for	= to request; to apply for
Put off	= to lay aside; to take off; to palm off; to dismiss; to divert; to postpone; to disconcert
Put on	= to don, clothe with; to assume; to mislead, deceive; to affix, attach, apply; to set to work
Put out	= to expel; to dismiss; to expand; to extinguish; to put to inconvenience; to offend
Put over	= to refer; to impress an audience
Put through	= to bring to an end; to accomplish; to process
Put to	= to apply; to add to; to set to; to shut
Put up	= to compound; to parcel up; to put aside; to erect; to raise, e.g., price
Put up with	= to endure; to tolerate
Rake up	= to collect together; to discover
Rattle on	= to talk continuously
Read out	= to read aloud
Read up	= to amass knowledge of by reading
Reel off	= to utter rapidly and fluently
Rig out	= to dress up or equip quickly with whatever available
Ring back	= to call again over phone
Ring off	= to close a conversation over phone
Ring up	= to call on the telephone
Rip off	= to steal; to exploit; to cheat, overcharge
Roll along	= to arrive by chance, or with a casual air
Roll up	= to assemble, arrive

Root out	= to remove by roots, to destroy totally, to extirpate
Rot away	= to rot or decay slowly and completely
Rough it	= to take whatever hardships come
Rub along	= to get along; to manage somehow
Rub down	= to rub from head to foot; to search by passing the hands over the body
Rub out	= to erase; to murder
Rub up	= to polish; to freshen one's memory of
Run across	= to come upon by accident
Run after	= to pursue
Run away with	= to take away; to win easily
Run down	= to knock down on road; to disparage
Run dry	= to come to an end; to cease to flow
Run for it	= to attempt to escape, run away from
Run into	= to meet by chance; to extend into
Run off	= to cause to flow out; to repeat, recount
Run on	= to talk on and on; to continue in the same line
Run out	= to run short; to terminate, expire, determine; to leak, let out liquid
Run over	= to overflow; to overthrow, to knock down
Run through	= to exhaust, to transfix; to read or perform quickly but completely
Run up	= to make or mend hastily; to build hurriedly; to incur increasingly; to string up, hang
Scrub round	= to cancel; to ignore intentionally
Seal off	= to make it impossible for anything, person, to leave or enter (an area etc.)
See about	= to consider, to attend to

See off	= to accompany (someone) at his departure, to get rid of, to reprimand
See out	= to see to the end
See round	= to be conducted all through
See through	= to help through a difficult time
See to	= to look after; to make sure about
Seek out	= to look for and find
Send down	= to rusticate or expel
Send for	= to summon or order, e.g., by messenger or post
Send in	= to submit (an entry) for competition etc.
Send off	= to despatch; to see off
Send on	= to redirect, forward to a new address
Send out	= to make persons to leave the room; to emit, to give out; to circulate
Send up	= to make fun of; to sentence to imprisonment
Serve out	= to deal or distribute; to punish
Serve up	= to bring to table
Set aside	= to put aside; to reject; to lay by
Set back	= to check, reverse; to cost
Set by	= to lay up, to value or esteem; to care
Set down	= to lay on the ground; to put in writing; to judge, esteem; to attribute, charge
Set forth	= to exhibit; to display; to praise, recommend; to start for a journey; to publish
Set in	= to begin, e.g., season etc., to become prevalent
Set off	= to mark off, lay off; to start off; to send off
Set on	= to move on; to instigate; to incite to attack
Set out	= to start, go forth; to adorn, to expound, to display

Set to	= to affix; to apply oneself
Set up	= to erect; to put up; to exalt
Settle down	= to calm down; to establish a home; to become reasonable
Settle for	= to agree to accept (as a compromise)
Settle in	= to adapt to a new environment
Settle with	= to come to an agreement
Shake down	= to cheat of one's money at one stroke; to go to bed (esp. in a temporary bed)
Shake off	= to get rid of, often by shaking
Shake up	= to rouse, mix, disturb, loosen by shaking
Shape up	= to make progress; to develop
Show away	= to let out a secret
Show forth	= to manifest, proclaim
Show off	= to display or behave ostentatiously
Show up	= to expose; to appear to advantage or disadvantage; to be present; to appear, arrive
Sign away	= to transfer by signing
Sign off	= to record departure from work; to stop work etc.
Sign on	= to engage for a job etc. by signature
Single out	= to distinguish or pick out for special treatment
Sink in	= to be absorbed; to be understood
Sit at	= to live at the rate of expense of
Sit back	= to take no active part
Sit by	= to look on without taking any action
Sit down	= to take a seat; to pause, rest; to begin a siege
Sit for	= to take examination
Sit in	= to be present as visitor at conference etc.

Sit on	= to hold an official enquiry regarding; to repress
Sit out	= to sit apart without participating; to sit to the end of
Sit up	= to become alert or started; to keep watch during the night, to sit upstight
Size up	= to take mental measure of; to assess
Slack away	= to ease off freely
Slack up	= to slow
Sort out	= to classify, separate, arrange etc; to deal with, punish etc.
Sound about	= to speak loudly and freely (in complaint); to boast
Soup up	= to increase the power of
Spark off	= to cause to begin, kindle, animate
Speak for	= to be a proof of; to witness to
Speak out	= to speak boldly, freely, unreservedly
Speak up	= to speak so as to be easily heard
Speed up	= to quicken the rate of working
Spin out	= to prolong, protract
Split on	= to betray, give (a person) away
Square up	= to settle (a bill, account etc.)
Square up to	= to face up to and tackle
Stand against	= to resist
Stand back	= to stand to the rear, to keep clear
Stand by	= to support; to adhere to, abide by; to be at hand; to prepare to work at
Stand down	= to leave the witness box; to go off duty
Stand for	= to be a candidate for; to be a sponsor for; to represent; to put up with, endure
Stand in	= to cost; to become a party; to deputise, act as a substitute (for)

Stand off	= to keep at a distance; to direct the course from
Stand on	= to continue on the same track or course; to insist on
Stand out	= to project; to be prominent; to refuse to yield
Stand over	= to keep (someone who is working) under close supervision; to postpone
Stand to	= to fall to, set to work; to back up; to upheld
Stand up to	= to meet face-to-face; to show resistance
Stand with	= to be consistent
Start in	= to begin
Start out	= to begin a journey
Start up	= to rise suddenly; to set in motion
Step down	= to withdraw, retire, resign; to decrease the voltage of; to reduce the rate of
Step in	= to enter easily or unexpectedly; to intervene
Step out	= to go out a little way; to have a gay social life
Step up	= to come forward; to raise by steps; to increase the rate of, as production etc.
Stick around	= to remain in the vicinity
Stick at	= to hesitate or scruple at; to persist at
Stick out	= to project; to continue to resist; to be obvious
Stick to	= to persevere in holding to
Stick up	= to remain attached; to stay with; to remain loyal to
Stick up for	= to speak or act in defence of
Stink out	= to drive out by a bad smell
Stir forth	= to go out of doors
Stir up	= to excite; to incite; to arouse; to mix by stirring

Stop behind	= to remain while group goes on
Stop over	= to break one's journey
Stop up	= to seal up or close completely, e.g., a car
Straighten out	= to disentangle, resolve
Strike down	= to fell; to make ill or cause to die
Strike in	= to enter suddenly; to agree
Strike off	= to erase from an account; to deduct, to remove
Strike out	= to efface; to bring into light; to swim away
Strike up	= to begin to beat, sing, or play
String up	= to hang
Strip down	= to dismantle, remove parts from
Strip off	= to take one's clothes off
Stump up	= to pay up, fork out
Swan around	= to move about aimlessly
Swan up	= to arrive, either aimlessly or gracefully
Swim against	= to go against
Swim with	= to conform to
Tail off	= to become gradually less or fewer
Take after	= to follow in resemblance
Take against	= to oppose; to take a dislike to
Take back	= to retract; to withdraw
Take down	= to reduce; to lower; to demolish, pull down; to escort to the dining room; to report or write down to dictation
Take effect	= to come off, succeed; to come into force
Take heed	= to be careful
Take off	= to remove; to swallow; to mimic
Take on	= to receive aboard; to undertake; to assume
Take out	= to remove from within; to extract; to go out with; to copy; to receive an equivalent for
Take over	= to receive by transfer; to assume control of

Take up	= to lift, to raise; to pick up for use; to absorb; to accept; to interrupt sharply; to arrest
Talk at	= to address remarks indirectly; to talk to incessantly, without waiting for a response
Talk back	= to reply impudently
Talk big	= to talk boastfully
Talk down	= to argue down; to talk as to inferiors in intellect or education
Talk into	= to persuade
Talk out	= to defeat
Talk over	= to convince; to discuss, consider together
Talk round	= to talk of all sorts of related matters without coming to the point
Talk tall	= to boast
Talk to	= to address; to rebuke
Talk up	= to speak boldly; to praise or boost; to make much of
Tell off	= to count off; to rate, chide
Tell on	= to betray, give away secrets about
Think aloud	= to utter one's thoughts unintentionally
Think back to	= to bring to one's mind the memory of
Think for	= to expect
Think long	= to yearn; to weary (from deferred hopes or broedom)
Think out	= to devise, project completely
Think over	= to reconsider at leisure
Think through	= to solve by a process of thought
Think up	= to find by thinking, devise, concoct
Throw away	= to reject, toss aside; to squander; to bestow unworthily
Throw back	= to retort; to refuse
Throw down	= to demolish

Throw in	= to interject; to add as an extra
Throw off	= to divest oneself of; to utter or compose off-hand
Throw on	= to put on hastily
Throw open	= to make freely accessible
Throw out	= to cast out; to reject; to expel; to emit, to utter
Throw over	= to discard or desert
Throw up	= to erect hastily; to give up; to resign; to vomit
Tide over	= to carry over, or surmount, difficulties for the time at least
Tie in	= to agree with; to be closely associated with
Tie up	= to parcel up; to tether; to tie so as to remain up
Tie with	= to be linked with (as e.g., a book containing the story of)
Tone down	= to give a lower tone; to moderate; to soften
Tone up	= to heighten; to intensify; to make healthier
Top out	= to finish (a building) by putting on the top or highest course
Top up	= to fill up, e.g., with fuel oil
Toss off	= to perform, produce quickly; to drink off
Toss out	= to dress smartly, fancily
Toss up	= to throw a coin in order to decide; to cook and serve up hastily
Touch off	= to trigger
Touch up	= to lash lightly; stimulate
Track down	= to find after intensive search
Trade down	= to deal in lower grade, cheaper goods
Trade in	= to give in part payment
Trade off	= to give one thing in return of another
Trade up	= To deal in higher grade, dearer goods

Trot out	= to bring forward, adduce, produce for show; to walk out with
Tumble in	= to go to bed
Tumble over	= to toss about carelessly, to upset; to fall over
Tumble up	= to get out of bed; to throw into confusion
Turn about	= to spin, rotate; to face round to the opposite quarter
Turn aside	= to avert; to deviate
Turn away	= to dismiss from service; to discharge; to refuse admittance; to depart
Turn back	= to cause to retreat; to return
Turn down	= to bend, double, or fold down; to invert
Turn forth	= to expel
Turn in	= to bend inward; to enter; to surrender
Turn off	= to deviate; to dismiss; to complete; to switch off
Turn on	= to set running (as water); to depend on
Turn out	= to bend outwards; to drive out; to expel; to dress groom, take care of the appearance of; to muster
Turn over	= to roll over; to change sides; to hand over, pass on; to ponder; to rob
Turn up	= to fold upwards; to come, or bring, to light; to appear by chance; to invert; to disturb; to refer to
Use up	= to consume; to exhaust; to tire out
View away	= to see by breaking the cover
Visit with	= to visit; to be guest with; to chat with
Vote down	= to defeat or suppress by vote, or otherwise

Vote in	= to elect
Wade in	= to make a very vigorous attack
Wait on	= to wait for
Wait up	= to stay out of bed waiting for
Wait upon	= to call upon, visit formally; to attend and serve
Wake up to	= to become conscious of, alive to
Walk away with	= to win with ease
Walk into	= to beat; to storm at; to eat heartily of
Walk off	= to leave; to depart; to get rid of by walking
Walk on	= to walk ahead; to continue to walk
Walk out	= to leave, esp. as a gesture of disapproval
Walk over	= to cross, or traverse; to win an uncontested game
Walk tall	= to be proud, have self-respect
Wall up	= to block with a wall, to entomb in a wall
Warm up	= to make or become warm; to become animated, interested or eager
Wash out	= to remove by washing; to cancel; to exhaust
Wash up	= to wash one's hands and face; to spoil; to finish
Watch in	= to keep awake to welcome (the New Year)
Watch out	= to look out, be careful
Watch over	= to guard, take care of
Watch up	= to sit up at night
Water down	= to make less strong
Wave aside	= to dismiss (a suggestion etc.) as irrelevant or unimportant
Wave down	= to signal to stop by waving
Wear down	= to diminish, or overcome, gradually by persistence
Wear off	= to rub off by friction; to pass away by degrees

Wear out	= to impair by use; to render useless by decay
Weather along	= to make headway against adverse weather
Weather out	= to hold out against till the end
Weigh down	= to force down; to depress
Weigh up	= to force up; to consider carefully and assess the quality of
Weigh with	= to appear important to; to influence
Win of	= to get the better of
Win on	= to gain on; to obtain favour with, influence over
Win out	= to get out, to be successful
Win over	= to bring over to one's opinion or party
Wind down	= to relax; to lose strength
Wind up	= to bring, or come, to a conclusion; to excite very much
Wipe out	= to obliterate, annihilate or abolish
Wire away	= to act or work with vigour
Work at	= to apply oneself to
Work into	= to make way gradually into; to change, alter into
Work off	= to separate and throw off
Work on	= to influence, or try to do so
Work out	= to effect by continued labour, to exhaust; to train, exercise (of an athlete)
Work over	= to examine in detail; to beat up, thrash
Work up	= to excite, rouse, to expand, elaborate
Wrap up	= to settle completely; to have completely in hand
Wring off	= to force off by wringing
Wring out	= to squeeze out by twisting
Write down	= to write; to reduce the book value of an asset

Write for	= to apply for; to send away for
Write off	= to cancel (in book keeping); to destroy, damage
Write out	= to write in full; to transcribe
Write up	= to put a full description of in writing; to write in praise of; to write a report or review of
Zero in	= to direct oneself straight towards a target; to aim for, move towards

Now you are well equipped with necessary tools to converse; and you can start conversation very effectively and can keep it on smoothly. But do you think, it's enough to just start conversation, or be in conversation. You are still in need of :

(a) Greetings and Salutations

Greetings and Salutations are the marvellous virtues that create and maintain your better image. Most commonly used greetings are :

Good Morning—Make it a habit to say these little words since morning till before noon.

Good Afternoon—This greeting is paid afternoon till setting off evening.

Both Good Morning and Good Afternoon are said at the time of meeting as well as of parting.

Good Evening—Say it at evening but till before midnight. It is used only at the time of meeting, but not at the time of departing. Instead, say

Good Night—Besides departing at evening, Good Night is also said—(i) at the time of going to bed, (ii) at the time of departing from the working place, whether it is evening or afternoon; (iii) at the time of retiring to bed in night.

Good Bye—It is used at the time of departing from very intimates like family members, friends etc.

Hallo or Hello—Hallo, Hello or some time Hullo are the greetings which are paid to well intimate acquaintances of the same age group. It is not used for elderly persons. For example :

Hallo Raju ! How do you do ?

Hello Ria ! Come here.

(b) Courtesy always pays

Yes, it is courtesy that always pays. And you can be virtually rich by encashing only 'Please' and 'Thank you', the most commonly used courtesy words.

“‘Please’ and ‘Thank you’ are the small change with which we pay our way as social beings. They are the little courtesies by which we keep the machine of life oiled and running smooth.”

—A. G. Gardiner

So use them abundantly and properly, please.

(i) Use 'please' at the end of an utterance in case of a 'request'. For example,

Help me please.

Pick it for me please.

(ii) Use 'please' at the start of utterance, if request is in imperative mood. For example,

Please open the door.

Please call him here.

(iii) Use 'please' in between the utterance, if request is in an interrogative form. For example,

Will you please stop smoking ?

Will you please close the door ?

(iv) Say 'yes please' for affirmative responses, while for negative responses, don't use 'please' but say 'No, thanks'. For example,

Would you like to have coffee ?

Yes please (or 'No, Thanks')

Do you need this book ?

Yes please (or 'No, Thanks')

(v) Pay 'Thanks', or say 'Thank you' or 'Thank you very much' lavishly for any favour shown towards you. For example,

Thanks for your wonderful suggestion.

Thank you for your nice company.

Thank you very much for your kind co-operation.

Now you're going to conclude the Rhythtech to Speak English Fluently. Though you've practised the various

techniques of speech-fluency in a nice way, I'd like to attract your attention here towards the principal principle of fluency development. It is the REPETITION. That inculcate the habit of uttering word-groups or idea-units comfortably. It is the repetition, only repetition that trains efficiently your organs of speech, i.e., tongue, ears etc. to speak out your idea-units efficiently.

I believe that you must have gone through and practised the word-groups and idea-units in the book honestly and patiently. And I hope, it's enough to bestow you the required skill of speech-fluency.

It's a bare fact that your success in life is almost depended upon your fluency of spoken English. So keep yourself in English conversation fluently with total confidence, and touch the highest point of your success. A lot of cheers to your speech fluency.

Chapter in Nutshell

- Besides so many things, the knack of conversation, i.e., framing up of questions, plays an important role to gain speech-fluency.
- The Secret of Success in any sphere is a single worded Mantra—REPETITION, so of the spoken English. Keep it up.
- Practice, yes Perfect Practice is the “SUPREME SUTRA” to get skill in any art, so for the art of Spoken English. Keep it up.